

## ACCOUNTANT / BOOKKEEPER ENGAGEMENT LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

1. **THE PARTIES.** This Accountant/Bookkeeper Engagement Letter (the "Letter") confirms the services of \_\_\_\_\_ (the "Accountant/Bookkeeper") requested by \_\_\_\_\_ (the "Client") on this date of \_\_\_\_\_.

Whereas the Client and Accountant/Bookkeeper (the "Parties") agree to the following terms and conditions for the Accountant's/Bookkeeper's services, as an independent contractor, in exchange for fees:

2. **SERVICES.** The Accountant/Bookkeeper agrees to provide the following services: (check all that apply)

- ☐ - Accounts Payable
- ☐ - Accounts Receivable
- ☐ - Audit
- ☐ - Bank Reconciliation
- ☐ - Bill Payment
- ☐ - Budget Preparation
- ☐ - Customized Reports
- ☐ - Detailed General Ledgers
- ☐ - Financial Statements
- ☐ - General Bookkeeping
- ☐ - Payroll and Check Registers
- ☐ - Tax Calculation & Filing
- ☐ - Other: \_\_\_\_\_

The aforementioned selections shall be referred to as the "Services." The Accountant/Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Accountant/Bookkeeper shall, at all times, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations, and procedures when completing their Services in accordance with this Letter.

3. **FEES.** The Client agrees to pay the Accountant/Bookkeeper: (check one)

- ☐ - Per Hour, \$ \_\_\_\_\_ / hour for providing the Services.
- ☐ - Fixed Amount, \$ \_\_\_\_\_ as the total amount for the Services.
- ☐ - Other, \_\_\_\_\_

# Sample Bookkeeping Letter

**Patrick Vollmar**



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