

Bookkeeping Service Proposal



**YOUR
COMAPNY**

Project details and
budget projections for
Bookkeeping service

Prepared for:
Client Company
Chris Anderson

Created by: Daybooks

About Me



Hi—I'm Susan Wilson. I assist small businesses in effectively managing their financial records.

Professional Background

For the past 13 years, I've dedicated myself to the art and science of bookkeeping, specializing in helping small businesses like yours thrive through meticulous financial management.

My journey in this field is not just about numbers and spreadsheets; it's about forming lasting partnerships with entrepreneurs and being a part of their growth story.

Our Team



OLIVIA WILSON

I'm a certified bookkeeper and QuickBooks expert. I've gained extensive experience, in accounting more than 8 years in the field.



MORGAN MAXWELL

I have worked for seven years with CPA firms specializing in small business, equity compensation, tax, accounting, and audit.

Client Company
Chris Anderson
3/1/2024

Dear. Chris Anderson

We are thrilled to extend our accounting services to you.

This letter aims to define the terms and conditions of our collaboration and lays the foundation for a prosperous partnership between, hereinafter referred to as "the accountant,"

Whether your business is in its infancy or well-established, the need for efficient accounting services is paramount for growth and sustainability.

Maintaining pristine financial records throughout the year is a significant milestone that facilitates seamless business operations and underpins informed and promising decision-making.

As your business evolves, so will your accounting requirements. It is crucial to carefully consider a long-term and sustainable solution for this integral aspect of your operations. By entrusting us with your accounting needs, you are taking a significant step in the right direction.

As your professional accountants, we offer you the following advantages: Access to highly qualified and experienced accounting professionals. More time at your disposal to focus on running your business, free from the burden of managing financial figures.

Savings on resources, ensuring the smooth and successful operation of your business. With the opportunity to serve your promising company, we are committed to demonstrating our dedication and high-performance standards.

Through our professional accounting services, we aim to provide you with the peace of mind that comes with making a wise investment in your business.

Pricing Plan

\$0 - \$500k Gross Annual Receipts (up to 200 transactions)

- Setup chart of account
- Review and reconcile Payroll records.
- Record all income and expenses from bank statements.
- Reconcile all bank accounts and credit card accounts
- Annually, prepare forms 1099.
- Prepare and record all necessary journal entries to reflect correct accounting records.
- Provide Financial reports including a profit and loss report and balance sheet monthly on a cash basis.
Note that these reports are not reviewed or audited financial statements.
- We will perform the bookkeeping activities outlined above with care and due diligence. We will perform the bookkeeping activities outlined above with care and due diligence.

EVERY MONTH

Item	Price	Qty	Subtotal
Bookkeeping Service - Growing	\$700.00	1	\$700
Subtotal			\$700.00
Amount due			\$700.00

ENGAGEMENT LETTER

{location.name}} is pleased to provide the professional services to Client Company as detailed in this letter.

This letter is to confirm our mutual understanding of the terms and objective of our engagement as well as the nature and limitations of the services **Accounting Firm** will provide.

Scope and limitation of our services

1. Our engagement is limited to the period and the services outlined in this Agreement.
2. This engagement does not cover business management tasks. We will not review the payment of any invoices or bills. If we notice any unusual or suspicious amounts, we will bring them to your attention, but we are not responsible for identifying any errors, irregularities in transactions, or fraudulent activities.
3. We will not verify the accuracy or completeness of the documents and information you provide to us. Instead, we will rely on the accuracy and completeness of the documents and information you provide to us.
4. This engagement will not audit or review your financial statements, or any other accounting documents and information you provide using generally accepted auditing standards. Therefore, we request you not to refer to this as an audit or review in any way.
5. We are not responsible for identifying and communicating significant deficiencies or material weaknesses in your internal controls. Therefore, you should not rely on our engagement to disclose such matters.
6. We are not responsible for any delays in providing the above services due to failure to receive information on time.

Client's Responsibilities

Timely and Accurate Information: You are responsible for providing us with accurate and complete financial records, documents, and other relevant information in a timely manner. Timely responses will enable us to provide efficient and accurate services. Any errors or omissions in the information you provide may affect the accuracy and completeness of our work.

Compliance with Laws and Regulations: You are responsible for complying with all applicable laws and regulations related to your business operations and financial reporting. It is your duty to inform us promptly of any changes in your business activities that may affect your financial statements or tax obligations.

Internal Controls: You are responsible for establishing and maintaining adequate internal controls within your organization to safeguard assets and prevent fraud or mismanagement. While we can provide recommendations, the implementation and effectiveness of internal controls are your responsibility.

Communication: You are responsible for promptly responding to our inquiries and requests for additional information, clarification, or any queries related to the services being provided.

Decision Making: You are responsible for making all management decisions related to your business. While we can provide financial insights and analysis, the final decisions regarding your business operations and finances rest with you.

Review of Reports: You are responsible for reviewing all financial reports, statements, and documents prepared by us. It is your duty to promptly inform us of any discrepancies or concerns regarding the information

provided.

Confidentiality: You are responsible for maintaining the confidentiality of sensitive information, including login credentials and financial data related to online accounts or software platforms used for accounting purposes.

By engaging our services, you acknowledge and accept these responsibilities. Your cooperation and proactive involvement are essential for the successful completion of our services.

Engagement Period

This engagement begins upon acceptance and remains valid until it is mutually ended or replaced by a newer agreement. We are only responsible for the period and services stated in this engagement. We won't handle previous periods unless you ask and we agree. Any changes or terminations must be communicated in writing. In the event of termination, you agree to pay us for any work performed up to the notice of cancellation, as previously agreed or based on our current rates, which remains unpaid. Any deposits or payments received may be used to settle any outstanding amounts owed at the time of termination.

Third-party Disclosure and Use of External Services

During the course of providing the services, **Accounting Firm** may engage third-party service providers or utilize external services to enhance the quality and efficiency of our services. These external services may include, but are not limited to, software applications, consultants, cloud-based platforms, data processing services, credit card processing companies and other technological solutions.

Accounting Firm ensures that any third-party service providers engaged will be reputable and compliant with relevant data protection and confidentiality standards. However, it's important to note that the disclosure of financial and sensitive information to these third parties may occur in the process of providing our services.

Client's Consent:

By entering into this engagement, the **Accounting Firm** hereby consents to the disclosure of necessary financial information to third-party service providers and the use of external services as deemed necessary by **Accounting Firm** to fulfill the engagement requirements.

Accounting Firm will take all reasonable measures to ensure that any third-party service providers adhere to strict confidentiality and data security standards. However, **Accounting Firm** shall not be held liable for any unauthorized access, disclosure, or use of [Client Company] information by these third-party service providers, and **Accounting Firm** shall not be responsible for any acts or omissions of Third Parties, including external service providers. The **Client Company** agrees to hold **Accounting Firm** harmless for any liability arising from the actions or negligence of such Third Parties.

During this engagement, email may serve as a primary method of communication between our firm, you, and potentially other relevant parties. However, given the inherent risks associated with email, such as the potential for interception, disclosure, or misuse by unintended recipients, we cannot guarantee that emails sent by our firm will be exclusively delivered to and read by their intended recipients. Therefore, we explicitly disclaim any liability for the interception or accidental disclosure of emails sent during this engagement. By consenting to these terms, you acknowledge that our firm will not be liable for any potential losses or damages resulting from email use, whether direct, indirect, incidental, special, or consequential. This includes, but is not limited to, lost profits or the unintended disclosure of confidential information.

Retention Policy:

Accounting Firm will retain copies of all workpapers, documents, and records related to the services provided under this engagement for a period of [7 years] after the completion of this engagement. After this period, **Accounting Firm** reserves the right to securely dispose of these documents unless a written directive is received specifying otherwise. Catastrophic events or physical deterioration may result in our records being unavailable.

As we work together, we may use third-party applications for services like online filing. By signing this agreement, you acknowledge that **Accounting Firm** is not responsible for record retention or other aspects of third-party services. You are responsible for deciding whether to keep hard copies or rely on digital copies stored by the web application.

During our engagement, you are responsible for retaining all documents and material data. You agree to be the sole custodian of the original documents and data. While acknowledging your ownership, we reserve the right to make copies for our records. Our records are our property and not a substitute for your own records.

Our Fee Policy:

Our professional fees for this service will be based on our regular billing rate, plus out-of-pocket and travel expenses if applicable. Invoices will be issued monthly.

All invoices are due and payable upon receipt. Billings become delinquent if not paid within 30 days of the invoice date. If your payments are overdue by more than 45 days, we will only provide services when your account is up to date, or this engagement will be canceled.

Furthermore, you acknowledge that if we stop providing services or withdraw from this engagement due to failure to pay on time, we, **Accounting Firm**, shall not be liable for any damages that may arise from discontinuing our services.

Additional Services

If additional services beyond the agreed scope are requested, both parties will discuss and determine the specifics, including the nature of the services, fees, and completion timeline. Any extra services requested will be documented in writing, specifying scope, deliverables, and associated costs. The party requesting additional services agrees to pay the corresponding fees as outlined in the agreement. Commencement of the extra services will only occur upon receipt of written approval and, if necessary, any required advance payment specified in the agreement for additional services.

Amendments to the Engagement Letter

Any changes or amendments to this engagement letter must be made in writing and signed by both parties.

Dispute Resolution

If there's a dispute related to this engagement, the parties will first try to resolve it through negotiation and mediation. If these efforts fail, any legal matters will be governed by the laws of the state where **Accounting Firm** main office, responsible for this engagement, is located, without being affected by the choice of laws. Any legal actions related to this Agreement must be filed in the federal or state courts specified in the preceding sentence. Both parties hereby irrevocably consent to the jurisdiction of such courts. In the event of legal action, the prevailing party is entitled to recover their attorney fees and the costs incurred in defending the lawsuit.

Ownership of Work and Documents

You acknowledge that the intellectual property, including proprietary information, documents, materials, and management techniques, utilized by us, are significant resources in the services we provide and were developed prior to our association with you. Any new forms, software, documents, or intellectual property generated during this engagement will be owned by us, with your limited right to use them exclusively within your business. All provided report templates, manuals, forms, checklists, questionnaires, letters, agreements (including this one), and other documents are confidential and proprietary. Any new documents produced in the course of this engagement will automatically become our property. You, and your agents, are prohibited from copying, electronically storing, reproducing, or sharing such documents with anyone outside your personnel. These terms apply to all materials, whether in digital or hard copy format, governed by this accounting engagement agreement.

We acknowledge that any original documents provided shall remain your property. Upon the conclusion of the engagement, all such original documents shall be returned, unless otherwise mutually agreed in writing.

You grant **Accounting Firm** the right to use and make copies of the your original documents, workpapers, reports, and other records as necessary to perform this engagement.

Confidentiality and Data Security

In the course of conducting this engagement, we recognize the confidential nature of the financial information and data provided. All information acquired during this engagement will be treated with strict confidentiality and will not be disclosed to any third party without prior written consent, except as required by law or professional standards. Our firm is committed to protecting the confidentiality of this information, utilizing it exclusively for the

outlined engagement services. We will take reasonable measures to ensure the security of provided information, implementing appropriate procedures to prevent unauthorized access, disclosure, alteration, or destruction.

The obligations of confidentiality shall not apply to information that is (a) already known to the receiving party at the time of disclosure; (b) publicly available or becomes publicly available without breach of this agreement; (c) independently developed by the receiving party without reference to the Confidential Information; or (d) rightfully obtained from a third party without restriction on disclosure.

By entering into this engagement, both parties acknowledge and agree to the terms of this confidentiality clause.

Termination:

Either party may terminate this engagement by providing written notice to the other party. Upon termination, **Client Company** agrees to compensate **Accounting Firm** for all services rendered up to the termination date.

Entire Agreement

This letter, along with any included schedules or exhibits, constitutes the entire agreement and understanding between the involved parties regarding the discussed subject matter. It replaces all previous agreements, whether oral or written, and overrides any prior or concurrent understandings, inducements, or conditions, whether express or implied. The explicit terms of this agreement take precedence over any previous practices or trade customs that may be inconsistent with its terms.

By signing below, both parties acknowledge and accept the terms and conditions outlined in this engagement letter.

This letter will remain in effect for future years unless any modifications are communicated.

Thank You for the opportunity to serve you and look forward to working with you.

Sincerely,

Accounting Firm

The services and terms outlined above are hereby agreed upon.

Date: 3/1/2024

Chris Anderson

Chris Anderson

Signature Certificate

Reference number: 6151090E-9BC3-42C0-93CC-BD0001543828

Sent on March 1, 2024 4:13 PM UTC

Signed By

Signature

Chris Anderson

milliewhon@outlook.com

Viewed: March 1, 2024 4:13 PM UTC

Signed: March 1, 2024 4:13 PM UTC

Chris Anderson

IP address: 104.35.14.99

Location: Burbank, US

Document completed by all parties on
March 1, 2024 4:13 PM UTC