

Audit Services Terms and Conditions

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to provide you with the terms and conditions regarding our audit services. Please review the following items carefully:

1. Scope of Services

We will perform an audit of [specific areas of audit] in accordance with [relevant auditing standards].

2. Responsibilities

The client agrees to provide all necessary documentation and access to relevant personnel to facilitate the audit.

3. Fees and Payment

Our fees for the services will be [insert fee structure]. Payment is due [insert payment terms].

4. Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information exchanged during the audit process.

5. Limitation of Liability

Our liability for any claims arising in connection with our services shall be limited to [insert limitation].

6. Acceptance

By signing below, you agree to the terms and conditions outlined herein.

Sincerely,

[Your Name]
[Your Title]
[Your Company]

[Client's Name]
[Date]