

# Bookkeeping Service Proposal

Date: \_\_\_\_\_

To: [Freelancer's Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Company Email]

Phone: [Your Company Phone Number]

**Dear [Freelancer's Name],**

Thank you for considering [Your Company Name] for your bookkeeping needs. We understand that as a freelancer, managing your finances is crucial to your success, and we are here to help you with that.

## **Services Offered:**

- Income and Expense Tracking
- Invoicing and Payments Management
- Monthly Financial Reports
- Tax Preparation and Filing Assistance

## **Pricing:**

Our services start at \$[amount] per month, which includes all of the above services tailored to your unique needs.

## **Why Choose Us?**

At [Your Company Name], we pride ourselves on offering personalized service and expertise in managing your financial records, allowing you to focus on what you do best-- your work.

We would love the opportunity to discuss this proposal further and address any questions you may have. Please feel free to reach out to us at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]