

Bookkeeping Service Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the terms under which we will provide bookkeeping services for [Client's Company Name]. This engagement letter outlines the scope of our services, the responsibilities of both parties, and other relevant details.

Scope of Services

Our bookkeeping services will include, but not be limited to:

- Recording financial transactions.
- Preparation of monthly financial statements.
- Bank and account reconciliations.
- Preparing payroll and payroll taxes.

Responsibilities

Your responsibilities will include providing us with all necessary financial documents and ensuring that all information is accurate and complete.

Fees

Our fee for the above services will be [Insert Fee Structure], payable on a [Monthly/Quarterly] basis.

Confidentiality

We will maintain strict confidentiality regarding your financial information and will not disclose it to any third party without your consent.

If you have any questions regarding this engagement, please do not hesitate to contact us.

We look forward to working with you and supporting [Client's Company Name] in achieving its financial goals.

Sincerely,

[Your Name]

[Your Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]