

Bookkeeping Service Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Business Name: [Insert Business Name]

Address: [Insert Address]

Dear [Client Name],

Thank you for considering [Your Company Name] for your bookkeeping needs. We specialize in providing accurate and timely bookkeeping services tailored to e-commerce businesses. Our goal is to help you manage your financial records effectively so you can focus on growing your online store.

Our services include:

- Daily transaction recording
- Reconciliation of bank statements
- Inventory management
- Sales tax preparation
- Monthly financial reporting

We understand the unique challenges faced by e-commerce businesses and are committed to providing you with exceptional service and support. Our team is ready to assist you in streamlining your bookkeeping process.

If you would like to proceed, please sign and return this letter to initiate our services. We look forward to collaborating with you and contributing to your business success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Client Signature: [Insert Signature Line]