

STANDARD ACCOUNTANT ENGAGEMENT LETTER

Accountant/Firm: _____

Address: _____

City, State, Zip: _____, _____

Phone: _____

Website: _____

RE: _____

Dear _____,

The purpose of this letter is to confirm, based on our conversation of _____, 20____, that _____ ("Firm") will provide bookkeeping services related to the following matter: _____

We will provide the following services: _____

Our fee is \$_____ / hour for the aforementioned services performed by our Firm.

Our expectations of you are to provide all documentation in an accurate and clear manner. Your primary contact for this matter will be _____. If you have any questions about your case, you should contact him/her directly.

In an effort to provide you with an estimate of the total costs involved in pursuing this matter, an estimate of fees and expenses is provided below. Please keep in mind that this is only an estimate and that, depending upon the time required and the complexity of the action, actual costs may exceed this estimate.

Estimate of Costs: \$_____ to \$_____.

Sincerely,

_____ Date _____

Accountant's Name: _____

With my signature below, I agree to the aforementioned terms included in the this letter:

_____ Date _____

Client's Name: _____