

BOOKKEEPING ENGAGEMENT LETTER

Client Name:

Client Address:

1. Engagement

This letter confirms that you have engaged [Firm Name] (the "Firm") to provide bookkeeping services as outlined below. Our engagement is subject to the terms and conditions set forth in this letter.

2. Services to be Provided

The Firm will provide bookkeeping services including, but not limited to, recording and categorizing transactions, reconciling bank statements, preparing financial statements, and other services agreed upon in writing. We will not audit or review the financial statements, nor express an opinion or any form of assurance on them.

3. Client Responsibilities

You agree to provide the Firm with complete and accurate records, supporting documents, and access to personnel as needed. You acknowledge that the accuracy of the financial information depends on your timely and complete provision of all necessary data.

4. Fees and Payment Terms

Our fees for bookkeeping services will be based on the time required at our standard hourly rates, or as otherwise agreed. Invoices are payable upon receipt. Late payments may be subject to interest at the maximum rate permitted by law.

5. Termination of Engagement

Either party may terminate this engagement at any time, with or without cause, by providing written notice. Upon termination, you agree to pay for all services rendered and expenses incurred up to the date of termination.

6. Confidentiality

We will maintain the confidentiality of your information except as required by law or as you authorize. This confidentiality obligation survives the termination of this engagement.

7. Limitation of Liability

To the fullest extent permitted by law, the Firm's liability for any claim arising from this engagement shall not exceed the fees paid for the services giving rise to the claim. The Firm is not liable for any consequential, incidental, or punitive damages.

8. Governing Law and Dispute Resolution

This engagement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of laws principles. Any dispute arising under or in connection with this engagement shall be subject to the exclusive jurisdiction of the state and federal courts located in _____ County, _____.

9. Entire Agreement

This letter and any attachments or documents referenced herein constitute the entire agreement between you and the Firm regarding this engagement. Any amendments or modifications must be in writing and signed by both parties.

10. Acceptance

Please indicate your acceptance of the terms of this engagement by signing and returning a copy of this letter. We appreciate the opportunity to serve you and look forward to a successful engagement.

CLIENT SIGNATURE

FIRM REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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