



5909 Peachtree Dunwoody Rd,
D-990
Atlanta, GA 30328
770-451-6330
www.abundantreturns.com

Bookkeeping Letter of Engagement

We appreciate the opportunity to provide bookkeeping services for:

Company Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Officers Name: _____ Title: _____ Cell: _____

To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. Joy Boothe, ARTS accountant, will be the contact person for this engagement.

On a monthly basis, we prepare your company financial reports. We will enter all accounting transactions for your company into a QuickBooks company file. This includes checks, deposits, and other transactions affecting the checking accounts. It also includes vendor transactions: checks, credit card charges, debit and ACH transactions. We will perform the reconciliations for all bank accounts, loans, credit card and asset accounts. We will record and capitalize all company accounts, new purchases and enter adjusting journal entries as necessary, including depreciation. We will set up new customers, employees, and vendors on an as needed basis. All of the above transactions will be entered from original documents, bank statements, credit card statements, ledgers and receipts you provide.

What We Won't Do

We will make no attempt to adjust the records to reflect Generally Accepted Accounting Principles nor to reflect proper tax record keeping. We will make no audit or other verification of the data you submit. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

What We Need from You

To perform our services, we will need to obtain information on a timely and periodic basis from your company. These items include all the input such as check registers, bank statements, credit card statements, loan statements, sales ledgers and receipts, sales tax account information, vendor information, year-end payables and receivables, federal tax ID number, payroll information, employee data, unemployment account information, and any other information that we may require to complete the work of this engagement. These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

When We'll Do It

This engagement will begin on _____ (Date) and will continue on a regular scheduled basis or until either party terminates the agreement. This engagement is made on a time-and-materials, best-efforts basis.

Hardware and Software Warranties

During the course of the engagement, we may recommend a purchase and installation of computer or technological hardware, software, communications, or services by your company. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.

Services Outside the Scope of this Letter

You may request that we perform additional services at a future date not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

Fees

Our fee for these services will initially be at _____ per month, which may be adjusted as the accountant sees fit due to an excessive number of monthly transactions. At that time, a new letter of engagement will be signed. Prior to commencing our services, we require that you provide us with a retainer in the amount of _____. The retainer will be applied against our final invoice, and any unused portion will be returned to you upon our collection of all outstanding fees and costs related to this engagement. Your payment will be due on the **1st** of each month.

Please complete credit card information below for your retainer and monthly fees to be deducted from.

Credit Card Information:

Credit Card Number: _____ Expiration: _____

Security Code: _____ Zip Code: _____

Cardholder's Name: _____

Approvals

We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Acknowledged:

Signature Title Date

Print Officer's Name Print Company Name