



Date: _____

Name: _____

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Dear _____,

We appreciate the opportunity to provide QuickBooks® bookkeeping services to your company,

To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you.

What We will Do

On a monthly basis, we will enter all accounting transactions for your business into its QuickBooks company file. This includes checks, deposits, and other transactions affecting the checking account. It also includes sales, invoices, credit memos, and all customer transactions. It includes vendor transactions: bills, item receipts, checks, credit card charges, and purchase orders.

We will perform the bank reconciliation for the checking accounts and any credit card accounts too. We will also enter adjusting journal entries as necessary, including depreciation.

We will set up new customers, employees, and vendors on an as needed basis. All the above transactions will be entered from original documents you provide.

What We Will Not Do

We will make no audit or other verification of the data you submit. We may provide reports that contain portions of financial information; these reports are for internal management use only. We will not provide any financial statements and will not perform any compilation, review, or audit of any of the financial information. 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, we 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, customer account information, customer invoices, sales ledgers and receipts, sales tax account information, vendor information, purchase orders and vendor invoices, 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 will Do It

This engagement will begin upon execution of this letter and will continue until either party terminates the agreement.

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. Including tax returns, etc. 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 be \$_____ per month for bookkeeping services. Invoices will be rendered monthly and are payable on presentation at the first of each month.

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.

Sincerely,
Arnold Diamond,
Executive Director
20860 N Tatum Blvd #300
Phoenix, AZ 85050
www.DebitFire.com
480-428-6171
Team@DebitFire.com

Acknowledged: _____ Date _____