

ACCOUNTANT / BOOKKEEPER ENGAGEMENT LETTER

Dear _____,

1. **THE PARTIES.** This Accountant/Bookkeeper Engagement Letter (the "Letter") confirms the services of _____ (the "Accountant/Bookkeeper") requested by _____ (the "Client") on this date of _____.

Whereas the Client and Accountant/Bookkeeper (the "Parties") agree to the following terms and conditions for the Accountant's/Bookkeeper's services, as an independent contractor, in exchange for fees:

2. **SERVICES.** The Accountant/Bookkeeper agrees to provide the following services: (check all that apply)

- ☐ - Accounts Payable
- ☐ - Accounts Receivable
- ☐ - Audit
- ☐ - Bank Reconciliation
- ☐ - Bill Payment
- ☐ - Budget Preparation
- ☐ - Customized Reports
- ☐ - Detailed General Ledgers
- ☐ - Financial Statements
- ☐ - General Bookkeeping
- ☐ - Payroll and Check Registers
- ☐ - Tax Calculation & Filing
- ☐ - Other: _____

The aforementioned selections shall be referred to as the "Services." The Accountant/Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Accountant/Bookkeeper shall, at all times, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations, and procedures when completing their Services in accordance with this Letter.

3. **FEES.** The Client agrees to pay the Accountant/Bookkeeper: (check one)

- ☐ - Per Hour, \$ _____ / hour for providing the Services.
- ☐ - Fixed Amount, \$ _____ as the total amount for the Services.
- ☐ - Other, _____

Letter Bookkeeper To Cpa

Albert Stoll



Letter Bookkeeper To Cpa:

CPA's Guide to Effective Engagement Letters Ron Klein,Ric Rosario,Suzanne M. Holl,2007 The Certified Public Accountant ,1927 **Making the Letter Pay** Albert Stoll,1913 Essentials of Forensic Accounting Michael A. Crain,William S. Hopwood,Richard S. Gendler,George R. Young,Carl Pacini,2019-08-06 Essentials of Forensic Accounting is an authoritative resource covering a comprehensive range of forensic accounting topics As a foundation review a reference book or as preparation for the Certification in Financial Forensics CFF Exam this publication will provide thoughtful and insightful examination of the key themes in this field including Professional responsibilities and practice management Fundamental forensic knowledge including laws courts and dispute resolution Specialized forensic knowledge such as bankruptcy insolvency reorganization and valuation Through illustrative examples cases and explanations this book makes abstract concepts come to life to help you understand and successfully navigate this complex area American Accountant ,1928 *Draughon's Progressive Bookkeeping and Business Manual* John Franklin Draughon,1919 American Accountant ,1933 The Accountant ,1929 **American Law Reports Annotated** ,1926

The C.P.A. Bulletin National association of certified public accountants,1926 **William A. Paton** Kelly L. Williams,Howard J. Lawrence,2018-10-04 This groundbreaking study explores major influences on Paton s thoughts on accounting and shows how Paton was an active participant in the professional accounting organizations of his day

Massachusetts Certified Public Accountant Examination, Questions with Answers Harry Clark Bentley,1927

American Magazine ,1927 *The Balance Sheet* ,1926 **The Business Educator** ,1920 **System** ,1906

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