

Bookkeeping Engagement Letter

From: _____

Sender's Name

Sender's Address

City, State, ZIP Code

Date

To: _____

Recipient's Name

Recipient's Address

City, State, ZIP Code

Re: _____

Dear _____,

The purpose of this letter is to confirm the terms of our engagement. We would like to specify the terms and clarify the services we are going to provide to you.

1. **The Parties.** This Bookkeeping Engagement Letter (hereinafter referred to as "Letter") confirms the services of _____ (hereinafter referred to as "Bookkeeper") requested by _____ (hereinafter referred to as "Client") on this date of _____.

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

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

- ☐ Accounts payable;
- ☐ Accounts receivable;
- ☐ Audit;
- ☐ Bank reconciliation;
- ☐ Bill payment;

Engagement Letter For Keeping Services

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