Hello Mr. Horne,

Thank you for the zoom meeting today. And it was nice to learn a little about your business.

I have prepared a proposal for my services.

Estimated hours: 20-25 h/m.

Flat fee per month: $1,500.00

Please note the flat fee will include all the services that I described in my engagement letter below. The flat fee will also include any visit if necessary (all cost associated with travel. e.g., time, bridge toll, parking), any subscriptions, all communication with you and your CPA.

I can be reached via email or my cell phone listed below for any questions you may have.

*Sincerely,*

*Kristina Jacobs*

**

*A Count On*

*Bookkeeping & Notary Services*

*C: (415) 583-7914, O: (415) 761-9211,*

*F: (415) 366-3127*

*1682 Novato Blvd., Suite 103*

*Novato, CA 94947*

[*kjacobs@acounton.com*](mailto:kjacobs@acounton.com)

**BOOKKEEPING ENGAGEMENT LETTER**

Name of Client:

Address:

City, State, Zip:

Dear, Chris Horne:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of services we will provide.

We will perform the following services for you each month. These services will begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month and year).

1. Prepare monthly financials and present full reporting
2. Record cash receipts/income from your monthly cash reports and/or bank deposits
3. Record any cash disbursement/expenses
4. Record any adjusting entries needed in records initially complied and maintained by you
5. Bank Reconciliation and Credit Card Reconciliation
6. Job cost tracking
7. Prepare vendor and/or payroll checks for your signature
8. Review and prepare your payroll records
9. Post earnings record to ledger
10. Prepare payroll tax returns
11. Meeting with the client

At year end we will perform the following additional services for you

1. Prepare W-2’s and W-3’s

2. Prepare 1099’s

Our engagement is limited to the period and the accounting services indicated above. We will not audit or review your financial statements as those terms are defined in generally accepted auditing standards or any other accounting documents and information you provide. We will not verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us.

You are responsible for designing and implementing controls to prevent and detect fraud and informing us about all known or suspected fraud impacting the company. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Our engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or embezzlements, that may exist. However, we will inform the appropriate level of management specifically designated by you, of any material errors that come to our attention and any irregularities or illegal acts that come to our attention, unless they are clearly inconsequential.

In order for us to complete this engagement in a timely and efficient manner we require unrestricted access to all your documents concerning you financial transactions including but not limited to bank statements, canceled checks, summaries of deposits and sales, a listing of accounts payable and accounts receivable, leases, loans and any other financial information necessary that impacts your accounting records. If you keep records in QuickBooks accounting software you agree to have the most current updates, patches etc. such that your system will be compatible with the current operating system standards.

Our fee for these services will be based upon the amount of the time required at our standard flat fee rates. All invoices are due and payable upon presentation.

Our maximum liability to you arising for any reason relating to services rendered under this letter shall be limited to the amount of fees you paid for these services. In the event of a claim by a third party relating to services under this letter, you will indemnify us from all such claims, liabilities, cost and expenses, except to the extent determined to have resulted from our intentional or deliberate misconduct.

If any dispute arises (between/among) the parties hereto, the parties agree first to try in good faith to settle the dispute through non-binding mediation. The costs of mediation shall be shared equally by the parties.

The parties agree that, if any dispute cannot be settled through mediation, the dispute may then be brought before a court of competent jurisdiction, but the matter will ultimately be decided by the court, sitting without jury. The Parties recognize they have knowingly and voluntarily agreed to waive all rights to have any such dispute determined by a jury, but otherwise retain all rights afforded under the applicable civil justice system.

This Agreement, and the rights and obligations of the Parties hereunder, shall be governed by any construed in accordance with the laws (enter state or their jurisdiction) (without giving effect to its provisions on conflicts of laws).

This Agreement is fully and voluntarily entered by the Parties. Each Party states that he, she, or it has read this Agreement, has obtained advice of counsel if he, she, or it so desired, understands all of this Agreement, and executes this Agreement voluntarily and of his, her, or its own free will and accord with full knowledge of the legal significance and consequences of this Agreement.

To confirm that you agree with the services and terms of this engagement, please sign where indicated at the bottom of this letter and return a signed copy to us. Should you have any questions regarding these requirement or provisions, please feel free to contact us.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of

A Count On

ACCEPTED AND AGREED TO BY:

Chris Horne

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature