

# EEB Bookkeeping Service Agreement

Client's Name:  
Client's Company Name:  
Client's Address:  
Client's Phone # & Email Address:  
Date:

## **RE: Your Bookkeeping Services**



Dear

I am pleased to provide bookkeeping services for your business. This letter is to confirm and specify the terms of engagement with you and to clarify the nature and extent of services I will provide.

I will perform bookkeeping services to maintain your financial records in a proper manner. I can provide draft interim financial information, but I will not prepare financial statements or income tax returns during this engagement.

The services provided under this engagement are not designed to detect fraud or error. I will perform the following services for you each month:

1. Record bank transactions from bank statements and deposit records.
2. Record payments or cheques.
3. Post other transactions from information provided by you.
4. Reconcile bank accounts and credit card accounts.
5. Prepare your payroll records?
6. Other Services (list on this line):

## **Client's Responsibilities**

It is understood and agreed that your responsibilities are:

- (a) You will provide me with all the information required to prepare complete and accurate financial records in a timely and efficient manner.
- (b) You will retain all the supporting documents in the event of a review by the authorities.

(c) You have the final responsibility for your financial records, therefore you will review and approve all journal entries, transaction classifications, and account codes determined or changed by me.

### **Negotiated Fee Structure**

As we discussed, my fee is \_\_\_\_\_. Any significant out-of-pocket expenses that I incur will be added to the invoice in addition to the stated fee.

If there is reason for further work (such because of assessments, or requests for information required by the authorities) which may result in additional fees, I will obtain your approval before proceeding with such work.

It is agreed invoices will be paid upon receipt. All invoices must be paid before the next period's work can proceed unless other arrangements have been made in advance. Any amounts outstanding will be charged interest at 1% per month (12% per annum).

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If this letter correctly expresses your understanding of the terms of our engagement, please sign below and return it to me at your earliest convenience.

I greatly appreciate your business and look forward to working with you!

Sincerely,

**The Services and Terms as Set Out Above are as Agreed**

Bookkeeper's Name & Signature:

Date:

Client's Firm Name:

Client's Signature:

Name and Title:

Date Signed:

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