



Small Business & Personal Bookkeeping

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Steven J. Smulewitz

ENGAGEMENT AGREEMENT

By and Between
STEVEN J. SMULEWITZ (dba BUDGET KEEPERS)
And
YOUR NAME HERE

Date

Client Name
Address 1
Address 2

Dear Your Name Here,

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide.

I will perform the following services from information you provide:

A list of services to be provided will appear here. Examples include:

- Creation of corporate financial records from electronic and paper media for the current and prior years as required and instructed using QuickBooks Pro 2010.*
- Bank account reconciliations.*
- Recordkeeping for accounts payable and accounts receivable.*
- Documentation management.*
- Production of financial statements.*

I will not provide any other services or prepare any tax returns or filings under this agreement. Additional services, tax returns or filings can be included in my services via a modification of this engagement agreement or a separate engagement agreement.

In performance of services related to your employees and independent contractors, I will not independently determine the amount of income tax withheld or prepare federal and state forms to report withholding, tax liabilities, or income paid to a domestic or foreign person. I will perform these services under the direction and instruction of your CPA only.

Our engagement cannot be relied upon to identify or investigate irregularities or illegal acts, including fraud or defalcations that may exist. However, I will disclose to you any errors, irregularities, or illegal acts, including fraud or defalcations that may be discovered by me during the course of my services.

It is understood that I will rely upon Your Name Here to provide accurate and complete data for the proper performance of my duties, and that the accuracy of all financial reports, bookkeeping and other recordkeeping provided by me will depend on the accuracy and completeness of the data you provide.

I will perform the services, updates and upgrades required by a software provider on software owned and licensed by me. You will be entitled to unlimited copies of digital or electronically embodied copies of all data which I produce for you in performance of my services. You are not entitled to a copy of the licensed software which is used to perform calculations, computations, or data sorting or organizing tasks or other tasks with the data. Your Name Here will be responsible for the services, updates and upgrades required by a software provider on software owned and licensed by Your Name Here.

Billing for these services will be \$XX.XX per hour. Invoices are due and payable within 14 days of receiving an invoice. Other arrangements can be made at my discretion. Accounts become delinquent if payment is not received within 30 days after the date of the invoice. I will stop work and add interest at the rate of 1 ½ percent per month to all delinquent accounts.

It is my policy to keep records related to this engagement for five years. However, I do not keep any original client records after the data is recorded or entered and will return all records to you at the completion of the services rendered related to said documentation. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

This agreement may be terminated by either party at anytime, either verbal or written.

If the foregoing is in accordance with your understanding, please sign this letter in the space provided and return it to me.

I will be pleased to discuss this letter with you at any time.

Sincerely,

Steven J. Smulewitz
dba Budget Keepers

Acknowledged:
Your Name Here

Client signature and Title

Date