

ADDvantage

BOOKKEEPING

Engagement Letter for Bookkeeping Services

Dear *New Client*,

This letter sets forth the objectives and terms of our proposed engagement and the nature of the services **Add-Vantage Bookkeeping** will provide to you and/or your company (the "Client").

WORK TO BE DONE

A. Scope/Limitations.

Add-Vantage Bookkeeping does not provide forensic auditing. Accordingly, our engagement for accounting services will not, and cannot, be relied upon to disclose financial errors, irregularities or illegal acts such as fraud or misappropriation which may exist or take place during the term of our engagement. Incomplete or inaccurate information provided to Add-Vantage Bookkeeping will affect the ability of Add-Vantage Bookkeeping to perform the services for which it is being retained. Should such matters come to our attention during the provision of services same shall be disclosed to the Client forthwith.

B. Agreed Upon Services.

Please select all required services from the attached **Bookkeeping Services List**. By having you clearly identify the specific services you wish provided and their frequency, we hope to better meet your expectations of service. Any changes will be mutually agreed upon and confirmed in writing.

FEE SCHEDULE

The following is our fee schedule:

A. Professional Fees.

Fees for professional services will be based on the time expended at our current hourly rates, unless otherwise mutually discussed and agreed to in writing. We require a minimum retainer before work can begin.

B. Factors Affecting Fees.

Professional fees are based upon several factors including time, labour involved, and skill requisite to perform the said services properly. Fees will be based upon an agreed hourly rate unless special circumstances are in place, in which case an agreement in writing between the parties will address such adjusted costs.

C. Direct Expenses.

Additional charges for computer services, fax transmissions, report production and other out of pocket disbursements, including travel costs, may be added to our professional fees. Such charges are in addition to any estimated fees given and will be due and payable upon receipt of invoice as billed monthly.