



Bookkeeping Proposal

Sent: ----- Accepted: -----

FROM

Company name

templates@hellobonsai.com

TO

Sample Client

sampleclient@hellobonsai.com

Intro

Thank you for considering [Your Company Name] for your bookkeeping needs. We are pleased to submit this proposal outlining our comprehensive bookkeeping services that can help streamline your financial operations and ensure accurate and up-to-date record-keeping.

[Your Company Name] is a reputable bookkeeping firm with extensive experience in providing reliable and efficient financial solutions to businesses like yours. Our team of qualified professionals is dedicated to delivering accurate and timely bookkeeping services tailored to meet your specific needs.

Scope of Services

We offer a wide range of bookkeeping services to support your business:

- Transaction Recording:** We will accurately record all financial transactions, including sales, purchases, receipts, and payments, ensuring comprehensive documentation and proper categorization.
- Bank and Credit Card Reconciliation:** Our team will reconcile your bank statements and credit card transactions with your financial records, identifying and resolving any discrepancies.
- Accounts Payable Management:** We will manage your accounts payable process, ensuring timely

Keeping Proposal Sample

Xiang Xie



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