

## BOOKKEEPING ENGAGEMENT LETTER (SAMPLE)

Brightline Accounting Services  
456 Sunset Boulevard Los Angeles, CA 90028  
(213) 555-7890  
info@brightlineaccounting.com

January 15, 2093

Stuart Martin  
11224 Main Street  
Los Angeles, CA 90028

**Subject:** Bookkeeping Engagement Letter

Dear Stuart Martin,

Thank you for selecting Brightline Accounting Services to provide bookkeeping services. This letter outlines the terms and conditions of our engagement and the nature of the services we will perform.

### Scope of Services

**Bookkeeping Tasks:** We will record financial transactions, classify entries into appropriate accounts, and reconcile bank and credit card statements. Our services will include:

- Data entry of income and expenses.
- Account reconciliation.
- Preparation of monthly reports such as profit and loss statements and balance sheets.

**Software Usage:** We will use QuickBooks Online to maintain your financial records. Any access or additional software costs will be billed separately if applicable.

**Timeframe:** Services will be provided on a monthly basis, starting from February 1, 2093.

**Exclusions:** This engagement does not include tax preparation, financial advisory services, or audits. Should you require these services, a separate agreement will be required.

### Responsibilities

**Client Responsibilities:** You will provide all necessary documentation, including invoices, receipts, bank statements, and any other relevant financial records, in a timely manner. The accuracy and completeness of the records remain your responsibility.

**Firm Responsibilities:** We will maintain confidentiality and adhere to ethical standards in managing your financial records. Any identified discrepancies or issues will be brought to your attention promptly.

# Bookkeeping Engagement Letters For Quickbooks

**Crystalynn Shelton**



## **Bookkeeping Engagement Letters For Quickbooks:**

**How to Start a Home-based Bookkeeping Business** Michelle Long, 2011-06-01 In tough economic times and with rising unemployment people are looking to take the bull by the horns and start their own home based businesses From GPP's enormously successful How to Start a Home Based Business series more than half a million copies sold comes the essential guide to starting up a home based Bookkeeping business

**CPA's Guide to Effective Engagement Letters** Ron Klein, Rosario, Suzanne M. Holl, 2007

**Mastering QuickBooks 2021** Crystalynn Shelton, 2021-01-15 This second edition of the bestselling Mastering QuickBooks 2020 is updated and improved to focus on advanced QBO features techniques for managing sales taxes and budgeting and reporting best practices Key Features Understand how to manage sales taxes and transactions Explore advanced bookkeeping techniques such as using the custom chart builder importing budgets and performing smart reporting with Fathom Become proficient in using QuickBooks Online and implement best practices to avoid costly errors Book Description Intuit QuickBooks is an accounting software package that helps small business owners to manage all their bookkeeping tasks independently This latest edition of Mastering QuickBooks takes you through the range of new features and updates available in QuickBooks Online QBO Creating multilingual invoices tracking mileage working with a cash flow dashboard that helps you with cash forecasting and planning reports and uploading a batch of bills and checks are just a few of the new features covered in this edition As you progress you'll learn how to manage sales tax including how to set up collect track pay and report sales tax payments Dedicated sections will also take you through new content focused on the latest features in the QBO line up while also showing you the different types of businesses that can benefit from QBO Advanced In addition to this you'll explore how to export reports to Google Sheets use the custom chart builder import budgets perform smart reporting with Fathom and much more By the end of this QuickBooks book you'll be well versed with the features of QuickBooks and have the confidence to manage all your bookkeeping tasks with ease What you will learn Discover the new features of QBO and find out what the QBO line up offers Get to grips with bookkeeping concepts and the typical bookkeeping and financial accounting cycle Set up QuickBooks for both product based and service based businesses Track everything from billable and non billable time and expenses to profit Generate key financial reports for accounts customers jobs and invoice items Understand the complete QuickBooks payroll process and track payments made to 1099 contractors Manage various bank and credit accounts linked to your business Who this book is for The book is for small business owners and bookkeepers or accounting students who want to learn QuickBooks Online and understand how to implement and use it effectively Whether you're a bookkeeping beginner or have some experience already this book will help you learn to use Intuit QuickBooks Online confidently

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