[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm engagement letter

The terms of the engagement - scope, responsibilities and fees, agreed upfront.

Parties

Firm: _____

Client: _____

Engagement

Services: _____

Period: _____

Scope of services [List the services covered - and what is not included]

Terms Services: as listed above, performed with reasonable skill and care.

Client responsibilities: provide complete records promptly; approve accounts and returns.

Fees: [£ amount / basis, e.g. fixed fee / hourly], invoiced [monthly/on completion].

Liability: limited as set out in our standard terms.

Termination: either party may end the engagement with [e.g. 1 month's] notice.

This is a general template, not legal advice.

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Sign-off

Firm: _____ **Client:** _____ **Date:** _____