



## **Abundance Accounting, LLC**

### **Letter of Engagement**

Abundance Accounting, LLC is pleased to act as your bookkeeping agent to categorize and organize your personal and business finances. We will use our best efforts to accomplish your objectives in a prompt, professional and personalized manner. This agreement is designed to ensure an understanding of our mutual responsibilities and to establish a trusting, professional business relationship.

Abundance Accounting, LLC will provide you with reporting to ensure you are able to make the best decisions possible for your business objectives. Please examine our reports carefully. If we do not receive corrections from you within thirty (30) days, we shall deem the reports to be accurate.

Additional fees will be charged for FedEx or other shipping charges, Certified Mailings, Delivery Service, Research and any other necessary administrative duties not associated with the above. An Invoice for these items, if any, will be submitted to you for payment.

This agreement may be terminated by either party upon five (5) days written notice to the other. In such an event, you shall promptly notify all vendors or third parties to send all future invoices and statements directly to you. If you terminate this agreement, you agree to pay Abundance Accounting, LLC the all fees due for the month in which the termination occurs, plus any fees associated with transferring your records.

Disclaimer: Our information is compiled strictly from information provided by you and you agree to indemnify Abundance Accounting, LLC against any and all claims, liabilities and expenses asserted against us arising from data reports. You agree that the documentation we generate is intended for your own personal use and we are not responsible for any claim that may arise if you choose to submit our report to a third party.

Our engagement cannot be relied on to disclose error, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any irregularities or illegal acts that come to our attention, unless they are clearly inconsequential.

Our fees are invoiced based on the amount agreed to on the Services Package form attached and are billed on a monthly basis. You understand that an initial retainer in the amount of

\$ \_\_\_\_\_ will be charged when services commence. You agree to pay our ongoing monthly fees within 15 days of the date of our invoice.

Company Name (Please Type or Print)	Date
By: _____	
Signature, Title	
Name, Title (Please Type or Print)	

**Billing Information**  
(Please Type or Print)

Billing Name and Address (If Different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Abundance Accounting, LLC to charge my credit card for Set Up Fees and Ongoing Fees as noted in this Engagement Letter.

Visa  Master Card

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CV2 \_\_\_\_\_

Signature \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Who may we thank for your referral? \_\_\_\_\_

**We look forward to partnering with you for your success!**