

Dear valued customer,

We appreciate the opportunity of providing you a proposal for Bookkeeping services. To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you

What We'll Do:

- General Clean-up of Bank Accounts
- Monthly reconciling as needed
- Monthly financials as needed

QuickBooks Bookkeeping:

- Reconciling of bank accounts
- Reconciling of credit card accounts
- Reconciling of payment processing accounts
- Transaction review for proper tax beneficial posting per client provided information
- Recording of any omitted transactions, review with client
- Deliverable of Financial Statements
- Develop accounting process and reporting in QuickBooks to match with the organization

What We Need from You:

In order to complete the service, we will need to obtain information on a timely and periodic basis from your organization. These items include the data file, supporting documents, answers to any question we might have, and any other information that we may require to complete the work of this engagement. These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

When We'll Do It:

Once you've made the payment, that's mean you've agreed to this engagement letter.

Services Outside the Scope of this Letter:

You may request that we perform additional services at a future date not contemplated by this engagement letter. We will be happy to discuss if this occurs, we will communicate with you regarding the scope and estimated cost of these additional services.

Payment:

We will send the bill monthly by agreed rate. The invoice will be due upon receipt.
E-Payment options will be provided with the invoice.

Renewal:

This agreement will automatically renew within a year along unless you let us know otherwise. The fee will be increased at least 3% or upon agreement.

What We Won't Do:

We will make no audit or other verification of the data you submit. We may provide reports which contain portions of financial information; these reports are for internal management use only. We will not provide any financial statements (other than those used for internal management purposes and subject to interpretation by your CPA or tax professional for tax purposes) and will not perform any compilation, review or audit of any of the financial information. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

We are pleased to have you as a client and hope this will begin a long and pleasant association.

Sincerely:

Like The Wind

Like The Wind LLC dba RemoteBooksUSA

I have acknowledged with the terms of this engagement:

Signature

Date

Signature

Date