

JL Bookkeeping Services

Fully qualified & Insured

Date: 1st January, 2010

Your name

Your Company Name

Your Address

Your Address

Your Address

Your Address

Your Address

Letter of Engagement

Dear You

Thank you for instructing me to act as your Bookkeeper and undertake all of your bookkeeping requirements for Your Company Name. I look forward to working with you.

As we agreed, I will undertake the following work;

Sales Ledger - ✓ Purchase Ledger - ✓ Nominal Ledger - ✓ Bank Reconciliations - ✓

VAT Returns - ✓

Maintain Fixed Assets - ✓

Produce Profit & Loss Reports - ✓ Produce Balance Sheet Report - ✓ Trial Balance - ✓

Liaise with Your Company Name's nominated Accountants at requested intervals - ✓

Payroll - **Not Required**

This work will be carried out on a 'on request' basis @ £30 per hour and will be carried out at my office in Ruscombe. An invoice will be raised on a monthly basis and is payable by return. Payment is preferred by bank transfer if possible and full bank details will be shown on the invoice.

I will work on the following terms:-

- All sums must be paid by return or within 7 days of the date of the invoice at the latest.
- We can both end this agreement by either of us giving to the other 30 days written notice of our intention to end the agreement.
- If the invoice is not paid within the stated terms, I will charge compound interest on the unpaid bill at a rate of 2% per calendar month until it is paid in full.
- I reserve the right to stop work if you fail to make any payment when and as it falls due.

Yours sincerely

Julie Lovesey

For JL Bookkeeping Services

I agree to the terms and conditions set out in this letter of engagement.

Signed _____ Date _____