

SAMPLE ENGAGEMENT LETTER

ABC Accounting LLC
George Adams
123 Main Street
Appleville, California 92501

RE: Audit Services for XYZ Company

Dear XYZ Company,

This Engagement Letter ("Letter"), dated January 1, 2020 confirms the services requested by XYZ Company ("Client") and provided by ABC Accounting LLC ("Service Provider").

The services provided under this Letter are as follows: Full accounting and auditing services for the year ending December 31, 2019.

The fees charged for providing the services are: (check one)

- \$55 / Hour.
- \$ _____ for the services.
- Other: _____

In addition, the Client may be charged for any administrative fees, filings, or any other costs not directly or indirectly related to the services.

Upon signature by the Client of this Letter: (check one)

- A retainer is required in the amount of \$1,500.
- No retainer is required.

The primary contact for the Client in regard to the services mentioned in this Letter shall be the following:

Individual's Name: George Adams
Phone: (951) 989-2700
E-Mail: GAdams@ABCaccounting.com

Under this Letter, the services shall be terminated under the following: (check one)

- On the end date of _____, 20____.
- Upon completion.
- Written notice by either party of ____ day(s).
- Other. _____

The Client shall always be required to provide accurate information to the Service Provider in a timely manner. If any information produced by the Client is not accurate the Service Provider shall be held harmless from any legal, financial, or other liability as a result of such information.

IN WITNESS WHEREOF, the Client and Service Provider agree to the terms and conditions contained in this Letter.

Client's Signature  Date **January 1, 2020**

Service Provider's Signature  Date **January 1, 2020**