



## ENGAGEMENT AGREEMENT

We appreciate the opportunity to provide **Monthly Bookkeeping Services** to \_\_\_\_\_.  
To ensure clarity, this Engagement Agreement will describe the scope of work to be performed by Barlow Douglas & Hall CPAs, PLLC herein noted as "Barlow Douglas & Hall", and the additional services available. Stephanie N. White, Director of Bookkeeping will be the primary contact person for this Engagement Agreement.

### Engagement:

Barlow Douglas & Hall has been contracted to provide Monthly Bookkeeping Services. The following tasks will be performed for each month:

1. Input and reconciliation of all banking transactions for one (1) bank account.
2. Input of all credit card transactions for one (1) credit card account.
3. Preparation of monthly financial reports to include: Profit & Loss, YTD Profit & Loss, Balance Sheet and a General Ledger.
4. Organize all bookkeeping / financial documents in an audit ready fashion.
5. Guidance on all bookkeeping and business tax issues.
6. Scheduled pick-up and delivery of bookkeeping / financial docs.

### Documents Required:

To complete the bookkeeping services noted herein, Barlow Douglas & Hall must obtain the following documents. If these documents are not provided in a timely manner, the timeframe listed below will be extended accordingly. The required documents include:

1. All business bank and credit card statements for the period.
2. Verification documents for all bank deposits, i.e. deposit slip, invoices, cash register receipts, etc.
3. All business checks cleared for the period. An electronic format or bank generated copies are acceptable.
4. Receipts for business related purchases paid with cash register funds and/or petty cash funds.
5. Receipts for business related purchases paid with personal funds.
6. Copy of loan/finance documents for new equipment.
7. An in-house liaison to answer any questions Barlow Douglas & Hall may have.

*\*Please note, during the course of this Engagement Agreement other documents may be required.*

### Timeframe:

Work will be complete within 15 business days of receiving the above information.

### Fees:

Barlow Douglas & Hall's fee for the services listed in this Engagement Agreement is \_\_\_\_\_ **per month**.

Barlow Douglas & Hall will submit a monthly invoice on the 1<sup>st</sup> of each month, due upon receipt. Monthly bookkeeping services will not be processed until payment has been received.



**Hardware and Software Warranties:**

During the course of this Engagement Agreement, Barlow Douglas & Hall may recommend purchases and/or installations of computer hardware, software, communications, or services. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.

**Additional Services Available:**

You may request that Barlow Douglas & Hall perform additional services not included in this Engagement Agreement. If this occurs, Barlow Douglas & Hall will generate an additional service Engagement Agreement for review and signature, outlining the scope and estimated cost of these additional services. An additional service Engagement Agreement may be quoted as a fixed or hourly rate. Examples of services excluded from this Engagement Agreement include:

1. Additional bookkeeping assistance, including training and payroll.
2. Year-end tax services, including 1099 preparation, business federal and state income tax services and personal federal and state income tax services.

**Termination:**

Within ten (10) days of the execution of this Engagement Agreement, all required documents and payments set forth herein must be made available to Barlow Douglas & Hall. If either of these stipulations has not been met within thirty (30) days, Barlow Douglas & Hall will return any documents in their possession, and the Engagement Agreement will become null and void.

This Engagement Agreement may be terminated by either party with not less than thirty (30) days written notice. Barlow Douglas & Hall shall be compensated for services and reimbursable expenses incurred prior to receipt of notice of termination.

**Approvals:**

We are pleased to have you as a client, and look forward to a long and pleasant association. If the terms of this Engagement Agreement are acceptable, please sign and date both originals. Please retain one of the originals for your records, and return one to Barlow Douglas & Hall.

Acknowledged and Accepted:

Submitted By:

\_\_\_\_\_

\_\_\_\_\_

Barlow Douglas & Hall CPAs, PLLC

Print Name

Print Name

Date

Date