

Accounting Proposal

Private and Confidential

Date

Prepared for

Prepared by

1. Introduction

_____ is pleased to present this **Accounting Services Proposal** ("**Proposal**") to _____ ("**Client**"). This Proposal outlines the scope of services, estimated fees, and general terms under which the Company would provide accounting and related financial services to the Client.

This Proposal is intended to provide a clear understanding of the services offered and does not constitute a binding agreement unless and until a separate written agreement is executed by both parties.

2. Purpose and Scope

The purpose of this Proposal is to define the accounting services that may be provided to support the Client's financial operations, compliance requirements, and reporting obligations.

The services described in this Proposal are based on the information made available at the time of preparation. Any material changes to the Client's business structure, transaction volume, or regulatory environment may require revisions to the scope and fees.

3. Scope of Services

The Company proposes to provide the following services:

3.1 Bookkeeping and Record Maintenance

Maintenance of accurate financial records, including recording of transactions, reconciliation of accounts, and organization of financial documentation.

3.2 Financial Reporting

Preparation of periodic financial statements, which may include:

- Balance Sheet
- Income Statement
- Cash Flow Statement

Reports will be prepared on a _____ basis, as agreed.

3.3 Accounts Payable and Receivable Support

Assistance with tracking and managing incoming and outgoing payments, including invoice processing and payment monitoring.

3.4 Payroll Processing (if applicable)

Administration of payroll calculations, including wages, deductions, and applicable statutory contributions.

3.5 Tax Preparation Support

Preparation of financial information required for tax filings and coordination with the Client or their designated tax advisor.

3.6 Advisory Services

General financial guidance related to budgeting, cost management, and financial organization, as requested by the Client.

4. Client Responsibilities

To enable effective delivery of services, the Client is expected to:

- Provide accurate and complete financial information in a timely manner
- Maintain proper supporting documentation for all transactions
- Respond promptly to requests for clarification or additional information
- Ensure compliance with applicable laws and regulations

The Company will rely on the information provided by the Client and will not independently verify its accuracy unless explicitly agreed.

5. Fees and Payment Terms

The proposed fees for services are outlined below:

Service Description	Fee Structure	Estimated Fee
Bookkeeping Services		
Financial Reporting		
Payroll Processing		
Tax Preparation Support		
Advisory Services		

Invoices will be issued on a _____ basis and are payable within _____ days from the invoice date.

Additional services outside the agreed scope will be subject to separate fees, which will be communicated and agreed upon in advance.

6. Timeline and Engagement Period

Services are expected to commence on or around _____, subject to acceptance of this Proposal and completion of any required onboarding processes.

The duration of the engagement will be determined based on the agreed scope and may be ongoing unless otherwise specified.

7. Confidentiality

The Company will treat all financial and business information provided by the Client as confidential and will not disclose such information to third parties without the Client’s consent, except where disclosure is required by law or professional obligation.

8. Limitations

This Proposal does not include audit, assurance, or legal services. The Company’s role is limited to providing accounting and related support services based on the information supplied by the Client.

The Company does not guarantee specific financial outcomes or regulatory results.

9. Non-Binding Nature

This Proposal is for discussion purposes only and does not create any legally binding obligations on either party. A formal agreement must be executed before any services are provided.

10. Acceptance

If the Client wishes to proceed based on this Proposal, both parties may enter into a separate written agreement reflecting the agreed terms and conditions.

11. Signatures

Company

Name

Date

Signature

Client (For Acknowledgement)

Name

Date

Signature



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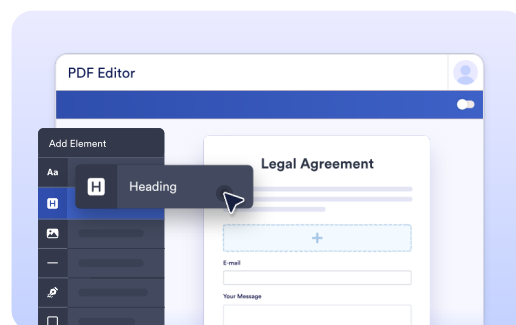
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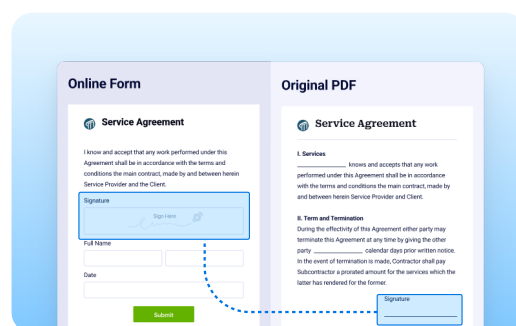
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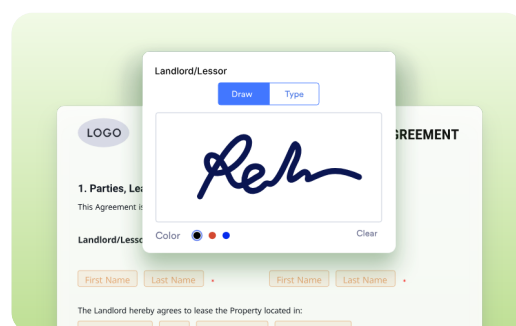
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