

# Bookkeeping Proposal

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**Prepared for**

**Prepared by**

**Date**

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## 1. Introduction

\_\_\_\_\_ (“*Service Provider*”) is pleased to submit this Bookkeeping Proposal to \_\_\_\_\_ (“*Client*”). This Proposal outlines the scope of bookkeeping services to be provided, the associated fees, and the general terms under which such services would be delivered.

This Proposal is intended to describe the services and commercial terms under which Service Provider is willing to enter into a formal agreement. Except for any section expressly stated to be binding, this Proposal does not create a legally binding obligation until a definitive written agreement is executed by both parties.

## 2. Understanding of Client Needs

Based on preliminary discussions, the Client requires bookkeeping support to ensure accurate financial record-keeping, timely reporting, and compliance with applicable financial and tax requirements.

The services proposed are designed to support the Client’s ongoing financial management and internal reporting needs.

## 3. Scope of Services

Service Provider proposes to deliver the following bookkeeping services:

- Recording and categorizing financial transactions
- Bank and credit card reconciliations
- Accounts payable and accounts receivable tracking
- Preparation of monthly financial statements, including profit and loss and balance sheet reports
- Maintenance of general ledger records
- Assistance with payroll record coordination (if applicable)
- Preparation of documentation for tax filings (tax filing services not included unless expressly agreed)

Services will be performed remotely unless otherwise agreed in writing. Any services not expressly listed above are excluded and may be subject to a separate agreement or amendment.

#### 4. Service Schedule

Bookkeeping services will be performed on a \_\_\_\_\_ basis. Financial reports will be delivered to the Client no later than \_\_\_\_\_ business days following receipt of all necessary financial data and documentation from the Client.

The Client agrees to provide complete and accurate financial information in a timely manner to enable proper performance of services.

#### 5. Fees and Payment Terms

The proposed fees for the services described above are as follows:

Service Description	Frequency	Fee
Ongoing Bookkeeping Services		
Additional Hourly Services	As Needed	
One-Time Setup or Cleanup	One-Time	

Invoices will be issued on a \_\_\_\_\_ basis and are payable within \_\_\_\_\_ days of the invoice date. Late payments may result in suspension of services until the account is brought current.

Any out-of-pocket expenses reasonably incurred in connection with the services will be invoiced separately with supporting documentation.

## 6. Client Responsibilities

The Client is responsible for:

- Providing accurate, complete, and timely financial data
- Maintaining original source documentation
- Reviewing financial reports and promptly notifying Service Provider of discrepancies
- Ensuring compliance with applicable tax and regulatory obligations

Service Provider will rely on information provided by the Client and will not independently audit or verify such information unless separately engaged to do so.

## 7. Confidentiality

Service Provider will maintain the confidentiality of all non-public financial and business information received from the Client and will use such information solely for the purpose of providing bookkeeping services.

This obligation will continue during the term of engagement and after its conclusion.

## 8. Limitation of Services

Service Provider does not provide legal, tax advisory, or audit services under this Proposal. Any tax filings, legal advice, or audit services require a separate written agreement.

## 9. Term and Termination

If the Client accepts this Proposal and the parties enter into a formal service agreement, the engagement will commence on the agreed start date and continue until terminated.

Either party may terminate the engagement upon \_\_\_\_\_ days' written notice. Upon termination, the Client will pay for all services performed up to the effective termination date.

## 10. Validity of Proposal

This Proposal remains valid for acceptance for a period of 30 days from the Proposal Date, unless withdrawn earlier in writing.

## 11. Acceptance

To proceed, the parties will enter into a separate written agreement incorporating the agreed scope, fees, and terms.

If the above outline reflects your understanding of the services required, please indicate your acknowledgment below.

### Acknowledgement

**Accepted by:**

**Client**

**Name**

**Date**

**Signature**

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**Submitted by:**

**Service Provider**

**Name**

**Date**

**Signature**

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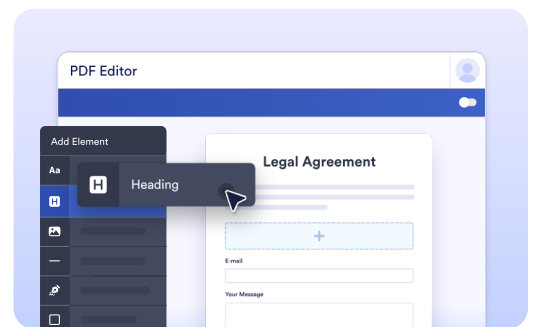
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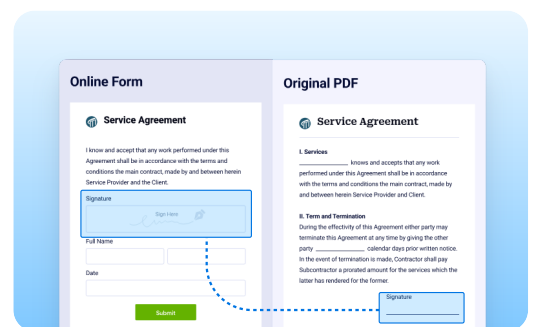
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