

ENGAGEMENT LETTER

The following is a partial list of services available from a 2 z Enterprises. I hope to better meet your expectation of service from my firm by clearly identifying the particular services to be provided, and its frequency.

None of the services can be relied on to detect errors, fraud, or other illegal acts that may exist. However, I will inform you of any material errors that come to my attention and any fraud or other illegal acts that come to my attention, unless they are clearly inconsequential. In addition, I have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

I have marked the frequency of the services that I expect to provide. Please review the information below and make any changes necessary.

Bookkeeping Services

	Mthly	Qtrly	Annuly
Record Journal	X		
Post General Ledger	X		
Reconcile bank statements	X		
Journal Entries	X		
Adjusting Journal Entries	X		

Payroll Services

Payroll Compilation (Circle all that apply) Weekly Bi-weekly Semi-Mth Month
 (Fees based on number of employees for above payroll comp.)

	Monthly	Quarterly	Annually
Prepare payroll tax returns		X	
Prepare W-2's			X
Federal Unemployment Report			X
Workman's Compensation Reports (Whichever applies)	X	X	X
Workman's Compensation Audit			X

Financial Statements

	Monthly	Quarterly	Annually
Compiled Financial Statements			
Balance Sheet	X		
Statement of income and retained earnings	X		
Statement of Cash Flows (Choose One)	X	X	X
Notes (Choose One)	X	X	X

Reviewed Financial Statements

- Balance Sheet
- Statement of income and retained earnings
- Statement of Cash Flows (Choose One)
- Notes (Choose One)

Monthly	Quarterly	Annually
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X		
X		
X	X	X
X	X	X

Tax Services

- Federal Income Tax Return
- State Income Tax Return
- State Franchise Report
- Tax Planning or consultations
- Other Tax Services (Sales Taxes, Choose One))
 - Estimated Income Tax (Fed)
 - Estimated Income Tax (State)

Monthly	Quarterly	Annually
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		X
		X
		X
X	X	X
X	X	X
X	X	X

Other Services

- Management Consultation
- Investment Consultation
- Set up or revise accounting systems
- Accounting assistance (AS NEEDED)
- Prospective financial statements
- Personal financial statements for owners and employees
- Personal financial planning

Monthly	Quarterly	Annually
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X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X

If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

My fees for the above services will be based on the time expended at my standard rate of \$35.00 per hour, and will be billed to you monthly, payable on receipt.

Please indicate your acceptance of the above understanding by signing below. A copy is enclosed for your records. If your needs change during the year, the nature of my services can be adjusted appropriately. Likewise, if you have special projects with which I can assist, please let me know.

Sincerely,

a 2 z ENTERPRISES

Accepted by: _____

Date: _____