[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm engagement letter

The terms of the engagement - scope, responsibilities and fees, agreed upfront.

Parties

Firm	[Firm name, address]
Client	[Client name, address]

Engagement

Services	[e.g. accounts, tax, payroll]
Period	[e.g. year ending 31 March]

Scope of services

[List the services covered - and what is not included]

Terms

- Services: as listed above, performed with reasonable skill and care.
- Client responsibilities: provide complete records promptly; approve accounts and returns.
- Fees: [£ amount / basis, e.g. fixed fee / hourly], invoiced [monthly/on completion].
- Liability: limited as set out in our standard terms.
- Termination: either party may end the engagement with [e.g. 1 month’s] notice.
- This is a general template, not legal advice.

This is a general template, not legal advice. Check your local regulations for anything you are unsure about.

Sign-off

Firm	Client	Date