Meridian Accounting Services Ltd

Accounting firm engagement letter

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

Parties

Firm	14 Oakfield Road, Birmingham B17 9JH
Client	14 Oakfield Road, Birmingham B17 9JH

Engagement

Services	£45.00
Period	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: £45.00, invoiced monthly/on completion.
- Liability: limited as set out in our standard terms.
- Termination: either party may end the engagement with 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