Bookkeeping Engagement Letter

The following is a partial list of bookkeeping services available from Tax Partners Northwest. We hope to better meet your expectations of services from our firm by clearly identifying the particular services to be provided and their frequency. Please review the information below and mark the frequency in which you would like services provided.

	Monthly-M Quarterly-Q	Annually-A As requested-R
Bookkeeping Services:		
Record cash receipts/income	_____	_____
Record expenses	_____	_____
Reconcile Bank Statements	_____	_____
Record any adjusting entries needed	_____	_____
Payroll	_____	_____
Payroll returns (941, 940, LNI, ESD, FML)	_____	_____
Prepare W-2s and 1099s	_____	_____
Other Services (specify)	_____	_____
State Department of Revenue returns	_____	_____
Financial Statements:		
Balance sheet	_____	_____
Income statement	_____	_____
Other Services:		
Management Consultations	_____	_____
Investment Consultations (tax implications)	_____	_____
Set up or revise accounting systems	_____	_____
Accounting assistance	_____	_____

Our fees for the above services will be based upon the time expended at our standard rates of $90/hour and will be billed to you monthly, payable upon receipt.

Our maximum liability to you arising for any reason relating to services rendered under this letter shall be limited to the amount of fees you paid for these services. In the event of a claim by a third party relating to services under this letter, you will indemnify us from all such claims,

liabilities, costs and expenses, except to the extent determined to have resulted from our intentional or deliberate misconduct.

If any dispute arises between the parties hereto, the parties agree first to try in good faith to settle the dispute through non-binding mediation. The costs of mediation shall be shared equally between the parties.

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 our service can be adjusted appropriately. Likewise, if you have special projects with which we can assist, please let us know.

Sincerely yours,

Tax Partners Northwest

Acknowledged: _____ _____
                                    Signature   Date