

Bookkeeping Makeover Client Agreement

Hello Small Business Owner!

Thank you for your interest in my QuickBooks Bookkeeping Makeover program for your service-based business! I really look forward to working with you.

Please read through this entire document and let me know if you have questions. To ensure a complete understanding between us, this agreement will describe the scope and limitations of the services I will provide for you. **Please initial the first two pages and sign the last page, then return a scanned copy to me via email or the Dropbox.com folder, or return the original to me at Wendy Sabin, PO Box 163, Danvers, MA 01923.**

What I'll Do

Setup – I will create a QuickBooks 2013 file (desktop or QuickBooks online) for your service-based business with transactions that begin on December 31, 2012. I will record the beginning account balances from a balance sheet you provide. I will set up your QuickBooks preferences and user IDs to reflect your current accounting requirements. I will enter company, customer, and vendor data from information you provide us. I will enter sales items and sales tax information based on information you provide us.

Training – I will provide training on QuickBooks 2013 for PC. Training modules will be delivered via downloaded video, Q&A calls, worksheets & cheatsheets. Training will include customer, vendor, and item set up; writing checks and paying bills; invoicing and receiving payments; running and analyzing reports; and file backup.

What I Won't Do

The setup and training services do not include the setup of inventory or payroll for your small business. If those services are required, please contact me for a separate agreement. All files, forms, journal entries, transactions, and reports created during the training session are for training purposes only. I will make no attempt to adjust the records to reflect generally accepted accounting principles nor to reflect proper tax recordkeeping. I will make no audit or other verification of the data you submit. I may provide reports that will contain portions of financial information; these reports are for internal management use only. I will not provide any financial statements and will not perform any compilation, review or audit of any of the financial information. I do not at any time provide legal services of any type. I have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, have not included any procedures designed or intended to discover such acts, and you agree I have no responsibility

to do so.

What I Need from You

To complete the QuickBooks setup service, I will need to obtain information on a timely and periodic basis from your company. These items include all the input such as a balance sheet as of the effective date of conversion, check registers, bank statements, customer account information, customer invoices, sales ledgers and receipts, sales tax account information, vendor information, purchase orders and vendor invoices, federal tax ID number, payroll information, employee data, unemployment account information, and any other information that I may require to complete the work of this engagement. These items and any other items that I obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

To participate in the training, you must have access to the internet to download the training materials. You will need to complete periodic assignments to reinforce your understanding of QuickBooks.

When I'll Do It

This program is a 4 month program, with the first month consisting of setup and training. For the remaining three months, you will be using QuickBooks.

Hardware and Software Warranties

During the course of the engagement, I may recommend a purchase and installation of computer or technological hardware, software, communications, or services by your company. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.

Services Outside the Scope of this Letter

You may request that I perform additional services at a future date not contemplated by this engagement letter. If this occurs, I will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that I issue a separate engagement letter to reflect the obligations of both parties.

Confidentiality

I agree to safeguard your financial information and business practices and not disclose with third parties unless directed by law. You agree to maintain control over your sensitive financial information, using our secure www.dropbox.com site for transmitting sensitive financial information, including (but not limited to) bank, credit card, payroll, or social security number/tax identification number information and the QuickBooks® file.

Approvals

I am pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement. I look forward to working with you!

Kindest Regards,

Wendy Sabin, CPA

Acknowledged:

Write your name

Sign your name

Date