Engagement Letter

This letter confirms the services the Firm will provide to the Client, and the responsibilities of each party.

Firm name

Firm contact

Client name (person or business)

Client contact

1. Services

Type of service (bookkeeping, tax return, compilation...)

Period or tax year covered

Deliverables due by

Details of the services and deliverables

Unless stated above, these services are not an audit or review, and the Firm will not verify the information the Client provides. They may not uncover errors, fraud or other irregularities.

2. Client responsibilities

The Client is responsible for the accuracy and completeness of the records and information it provides, for keeping its records as the law requires, and for reviewing and approving any return or statement before it is filed or used. The Client will provide what the Firm asks for in time to meet filing deadlines.

3. Fees

Fee or hourly rate (before tax)

Billing and payment terms

Work beyond the services above will be billed at the Firm's usual rates after telling the Client.

4. Confidentiality and general

The Firm keeps the Client's information confidential and uses it only to provide these services, except where the law requires disclosure. This engagement continues until the services are complete or either party ends it in writing. It is governed by the laws of Ontario, and electronic signatures on it are binding.

Firm

Signature | Full name | Date

Client

Signature | Full name | Date