

Dear [Client's Name],

We appreciate the opportunity to provide you with a quotation for our professional services in the areas of Taxation and Statutory Audit. At ABC & Associates LLP, we are committed to delivering high-quality financial services to meet the unique needs of your business.

Scope of Services:

Tax Services:

Preparation and filing of annual income tax return & audit of accounts under the applicable provisions of the income tax act.

Statutory Audit Services:

- Examination of financial statements in accordance with applicable accounting standards & Compliance with statutory audit requirements.
- Audit of Books of accounts under the Companies Act 2013

Pricing:

The total cost for the combined Tax and Statutory Audit services is estimated to be [Amount]. This fee is based on the complexity of your business operations, the volume of transactions, and the time required to complete the engagement successfully.

Payment Terms:

We propose the following payment terms:

[Percentage]% upon acceptance of this quotation

[Percentage]% upon completion of the Tax Services

[Percentage]% upon completion of the Statutory Audit Services

Validity and Review:

This quotation is specifically tailored for your organization with estimated turnover of up to Rs 20

crores.

This quotation is valid for the financial year ending on 2024. We recommend an annual review of our engagement to ensure the ongoing alignment of our services with your business needs. This review will provide an opportunity to discuss modifications to the scope of services, fees, or any other relevant aspects to better suit your evolving needs.

Service Delivery:

The timely delivery of our services is contingent upon the availability of necessary inputs and support from your end. We kindly request that all required documents and information be provided in a timely manner to facilitate the smooth progress of the engagement. Regular updates on the progress of the services will be provided to keep you informed.

Should you accept our quotation, we will schedule an initial meeting to discuss the specific requirements of your business and finalize the engagement details.

This quotation is provided on your specific request and as an estimate for the services mentioned and does not constitute a legally binding agreement.

Thank you for considering ABC & Associates LLP as your trusted financial partner. We are confident that our services will add significant value to your tax compliance and reporting processes. We look forward to the opportunity to contribute to the success of your business.

Sincerely,

ABC & ASSOCIATES

XYZ

DATE:

PLACE: