



Papersign

Account Services Proposal Template

Prepared for

[Recipient Name]

[Company Name]

Prepared by

[Sender Name]

[Company Name]

Accounting Services Proposal

Your Business Name

Client's Name or Business Name

Address

Client's Address

City/State/Zip or Post Code

City/State/Zip or Post Code

Email Address

Email Address

Date

Dear [Client's Name],

I am writing to propose our accounting services to [Client's Name or Business Name] in order to assist you with your financial management needs.

As an experienced accounting firm, we are committed to delivering high-quality and customized accounting services that meet your specific requirements.

1. Services Offered

We propose to provide the following accounting services to [Client's Name or Business Name]:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

2. Customization

Our proposal is fully customizable to meet your unique needs. We can adjust the scope of services, add specific services as needed, or modify any aspect of this proposal to align with your goals.

3. Benefits of Choosing Us

- **Expertise:** Our team of experienced accountants and tax professionals brings a wealth of knowledge to provide the best solutions for your financial needs.
- **Accuracy:** We prioritize accuracy and compliance, ensuring your financial records and reports are error-free and compliant with relevant regulations.
- **Cost-Effective:** We offer competitive pricing without compromising on the quality of our services, helping you save on financial management costs.
- **Timeliness:** We understand the importance of timely financial information. You can count on us to meet deadlines and provide you with the information you need when you need it.

4. Proposal Terms

Our proposed engagement will commence on [Start Date] and continue on an ongoing basis unless terminated by either party with [Notice Period] written notice.

5. Pricing

The cost of our accounting services will be based on [Specify your pricing model, e.g., hourly rates, fixed monthly fees]. See our detailed pricing breakdown below. We can provide more information or a tailored package upon request.

Service	Description	Frequency	Fee
Bookkeeping	Monthly maintenance of financial records	Monthly	[\$Amount]
Financial Reporting	Preparation of financial statements	Quarterly	[\$Amount]
Tax Planning and Preparation	Tax advisory and return preparation	Annually	[\$Amount]
Payroll Services	Payroll processing and compliance	Bi-Monthly	[\$Amount]

Additional Services (if needed)	Customized services as required	As Needed	[\$Amount]
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6. Next Steps

We would appreciate the opportunity to discuss your specific needs and how our services can benefit your organization. Please let us know a convenient time for a meeting or call to further explore this proposal.

7. Contact Information

If you have any questions or require additional information, please feel free to contact us at [Phone Number] or [Email Address].

Please sign below to indicate your acceptance of this proposal:

[Your Name]

Signature: _____

Date: _____

[Client's Name or Business Name]

Signature: _____

Date: _____

Thank you for considering our proposal. We look forward to the possibility of working with you and helping [Client's Name or Business Name] achieve financial success.

Sincerely,

[Your Name] [Your Title] [Your Company]