# Meridian Accounting Services Ltd

## Accounting firm engagement letter

The terms of the engagement - scope, responsibilities and fees, agreed upfront.

### Parties

**Firm:** _____

**Client:** _____

### Engagement

**Services:** _____

**Period:** _____

**Scope of services** List the services covered - and what is not included

**Terms** Services: as listed above, performed with reasonable skill and care.

Client responsibilities: provide complete records promptly; approve accounts and returns.

Fees: £45.00, invoiced monthly/on completion.

Liability: limited as set out in our standard terms.

Termination: either party may end the engagement with 1 month’s notice.

This is a general template, not legal advice.

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### Sign-off

**Firm:** _____ **Client:** _____ **Date:** _____