

## DVK, Inc.

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### Engagement Letter for Accounting Services

**DVK, Inc.**  
Daniel G. Kotev, Director  
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Phone: 514-582-0570  
Fax: 514-227-5209

Dear Client,

This letter is to set forth the terms and objectives of our proposed engagement and the nature and limitations of the services we will provide to your company until mutually changed.

#### **WORK TO BE DONE**

**A. Scope Limitations.** Our engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations, which may exist. We may inform you of any such matters that come to our attention.

**B. Agreed Upon Services.** Based on the selected accounting services (Accounting Services Form). We hope to better meet your expectations of service from our firm by having you clearly identify the specific services you wish provided and their frequency.

#### **FEE SCHEDULE**

The following is our understanding of the fee schedule agreed upon.

**A. Professional Fees.** Fees for professional services will be based on the time expended at our current hourly rates, unless otherwise mutually discussed and agreed to in writing. We require a minimum retainer before work can begin. This retainer must be maintained throughout the engagement.

**B. Factors Affecting Your Professional Fee.** Professional fees will be based upon several factors; the most important of which includes time and labor involved, skill requisite to perform the professional services properly and any special circumstances imposed.

**C. Direct Expenses.** Additional charges for computer services, fax transmissions, report production and out of pocket costs, including travel costs, may be added to our professional fees. Such charges are in addition to any estimated fees given and will be due and payable upon presentation as billed monthly.

#### **FEE SCHEDULE:**

Bookkeeping & Payroll: \$25/hour.

Corporate Tax Preparation, Canada: \$50/hour

# Bookkeeping Proposal Sample

**Yan Bai**



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## **Table of Contents Bookkeeping Proposal Sample**

1. Understanding the eBook Bookkeeping Proposal Sample
  - The Rise of Digital Reading Bookkeeping Proposal Sample
  - Advantages of eBooks Over Traditional Books
2. Identifying Bookkeeping Proposal Sample
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bookkeeping Proposal Sample
  - User-Friendly Interface
4. Exploring eBook Recommendations from Bookkeeping Proposal Sample
  - Personalized Recommendations
  - Bookkeeping Proposal Sample User Reviews and Ratings
  - Bookkeeping Proposal Sample and Bestseller Lists
5. Accessing Bookkeeping Proposal Sample Free and Paid eBooks

- Bookkeeping Proposal Sample Public Domain eBooks
  - Bookkeeping Proposal Sample eBook Subscription Services
  - Bookkeeping Proposal Sample Budget-Friendly Options
6. Navigating Bookkeeping Proposal Sample eBook Formats
    - ePub, PDF, MOBI, and More
    - Bookkeeping Proposal Sample Compatibility with Devices
    - Bookkeeping Proposal Sample Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Bookkeeping Proposal Sample
    - Highlighting and Note-Taking Bookkeeping Proposal Sample
    - Interactive Elements Bookkeeping Proposal Sample
  8. Staying Engaged with Bookkeeping Proposal Sample
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Bookkeeping Proposal Sample
  9. Balancing eBooks and Physical Books Bookkeeping Proposal Sample
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Bookkeeping Proposal Sample
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Bookkeeping Proposal Sample
    - Setting Reading Goals Bookkeeping Proposal Sample
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Bookkeeping Proposal Sample
    - Fact-Checking eBook Content of Bookkeeping Proposal Sample
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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