

DVK, Inc.

Engagement Letter for Accounting Services

DVK, Inc.
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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

Andrew M. Civitello



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Million Dollar Consulting Toolkit Alan Weiss, 2012-06-12 The practical toolbox for readers of Million Dollar Consulting This useful guide provides specific checklists guidelines templates and actual examples for every step of the consulting process It covers marketing sales meetings implementation follow up invoicing practice management insurance equipment subcontracting and scores of other elements Thousands of people have bought Weiss s Million Dollar Consulting and started their own consultancy Now this handy resource goes hand in hand to provide all the tools new consultants need to enact all the recommendations and ideas in Million Dollar Consulting Alan Weiss PhD East Greenwich RI has consulted for hundreds of organizations around the world including Mercedes Benz Hewlett Packard Merck Chase American Press Institute and the Times Mirror Group He is the author of 12 books including Getting Started in Consulting 0 471 47969 1 and Organizational Consulting 0 471 26378 8

How to Prepare a Dissertation Proposal David R. Krathwohl, Nick L. Smith, 2005-06-06 This step by step guide begins by identifying and defining the basics of a dissertation proposal With careful consideration they explore proposal functions and parts show how to build your study s chain of reasoning and carefully review alternate study designs Chapters are devoted to qualitative studies sectioned into case studies philosophical and historical investigations quantitative studies sectioned into experimental causal modeling and meta analysis studies and mixed method studies sectioned into sample survey evaluation development and demonstration and action projects Three extensively annotated proposals of former students provide examples of the guidance offered and illustrate common types of studies

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third

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Proposal Development Bud Porter-Roth,1993-03 A practical guide to the mechanics of putting together a proposal from the preliminary planning through in house evaluation printing and submission plus the crucial stage of post proposal follow up to clinch the deal Teaches valuable techniques such as avoiding last minute rush and error creating illustrations tables exhibits appendices and boilerplates and formatting the proposal using traditional methods or desktop publishing

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Handbook of Accounting Practice Jay Ruben,1992

Global Security Consulting Luke Bencie,2014-12-01 With new security threats practically every week all over the globe governments and businesses are forced to take extraordinary measures to protect themselves these days Likewise espionage continues at levels comparable to the days of the Cold War only with many more players now participating In this environment a new industry has grown to deal with these challenges international security consulting Drawing from military law enforcement and intelligence communities new private companies are springing up across the world Global Security Consulting written by a former intelligence specialist who has built a successful practice provides solid guidance for anyone wishing to enter this glamorous but often dangerous field

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Accounting Frederick D. S. Choi, Gerhard G. Mueller, 1979 Contractor's Guide to Change Orders Andrew M. Civitello, 1987
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