

## Scope of Service Business Engagement Letter

Client Name:

This letter is to confirm the understanding between the above named client and Martin Friedrich, CPA of the scope of accounting services to be provided for the year ending December 31, 2016.

### Scope of Services

- Financial Statements. See separate engagement letter.
- Corporate Tax Return Preparation. See separate engagement letter.
- Partnership Tax Return Preparation. See separate engagement letter.
- Individual Tax Return Preparation. See separate engagement letter.
- 1099 Preparation with form 1096 Annual summary
- Sales Tax Return Preparation
- (N/A) Payroll Services. I do not provide these services.
- (N/A) Pension Tax Return Preparation. I do not provide these services.
- City, County, or Local Tax Return Preparation
- Other \_\_\_\_\_

If this letter correctly expresses your understanding of the scope of the services I will provide, please indicate your agreement by signing below and returning this letter to me. Should you desire a change in the level of service during the year, please confirm such a change in writing.

Yours truly,

Martin Friedrich, CPA

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_