

Accounting Proposal

Sent: ----- Accepted: -----

FROM

Company name

templates@hellobonsai.com

TO

Sample Client

sampleclient@hellobonsai.com

Introduction

Hi CLIENT_NAME,

I am writing to present a proposal for providing freelance accounting services to [Client's Company]. As a skilled and experienced freelance accountant, I am confident that I can assist you in managing your financial records and ensuring compliance with accounting standards.

Outlined below are the details regarding the scope of services, deliverables, pricing, and terms:

Scope of Services

Bookkeeping: Handle the day-to-day recording of financial transactions, including sales, purchases, receipts, and payments, to maintain accurate and up-to-date financial records.

Financial Statement Preparation: Prepare monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements, to provide you with a clear overview of your company's financial position.

Accounts Payable and Receivable Management: Manage and reconcile accounts payable and accounts receivable, ensuring timely payments and collections.

Payroll Processing: Handle payroll calculations, tax withholdings, and related filings, ensuring accurate and timely employee compensation.

Tax Compliance: Prepare and file tax returns, including income tax, sales tax, and any other applicable taxes, in compliance with local regulations.

Financial Analysis: Provide financial analysis and insights to help you make informed business

Keeping Proposal Sample

Xiaolong Qi



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