

Dear

**Subject: Incorporation Engagement Letter**

To document the understanding between yourself and Madan Chartered Accountant Professional Corporation as to the scope of work that Madan Chartered Accountant will perform, we are entering into this Fixed Price Agreement with you. To avoid any misunderstandings, this Agreement defines the services that we will perform for you under this agreement.

**Services**

You have identified for us to assist you with the formation of a  
 This will consist of the following:

Service(s)	Service Fee(s)
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	<b>Total:</b> _____

**Limitation of Liability**

The liability of Madan Chartered Accountant Professional Corporation to you for any claim related to professional services provided pursuant to this engagement letter in either contract, negligent misrepresentation or tort, including the partners, officers or employees of the accounting firm shall be strictly limited to the amount of any professional liability insurance Madan Chartered Accountant Professional Corporation may have available at the time such claims are made. No claim shall be brought against Madan Chartered Accountant Professional Corporation, negligent misrepresentation or tort more than one year after the services were completed or terminated under this engagement.

**Fees**

Professional services as outlined above will be provided to you for a fee of \_\_\_\_\_ plus taxes.

The fee is payable one-half upon acceptance on this engagement, and one-half upon completion. A 2% administrative fee of \_\_\_\_\_ will be added to the final invoice, plus applicable mailing charges (*if required*).

It is agreed this invoice will be paid upon receipt. Any amounts outstanding will be charged interest at a rate of 1% per month (i.e. 12% per annum).

Madan Chartered Accountant reserves the right to assign unpaid invoices to a third party Collections Agency. Any invoices assigned will be subject to a 25% surcharge. Invoices past-due for more than 30 days will be subject to a monthly late fee of \$25 for amounts owing below \$1,000 and \$50 for amounts owing above \$1,000. By signing this engagement letter, you hereby accept this policy.

**Unanticipated Services**

If an unanticipated need arises, Madan Chartered Accountant Professional Corporation agrees to perform this additional work at a mutually agreed upon price before the service is provided. This service will be billed separately to you, as part of a Change Order, and will be payable upon presentation for terms mutually agreed upon in the Change Order.

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If you have any questions about the contents of this letter, please contact me at 905-268-0150. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign this letter in the space provided and return it to me prior to my commencement in preparing your form(s)

We appreciate the opportunity to be of service to you.

Yours very truly,

\_\_\_\_\_  
**Allan Madan, CPA, CA**  
Madan Chartered Accountant Professional Corporation

The services and terms as set out above are as agreed. As well, I acknowledge and accept my responsibilities as outlined above.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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