



The purpose of this letter is to specify the terms of my engagement as the provider of the following service(s) to _____ for the taxation year(s) ended _____

Service(s)	Service Fee(s)
	Total: _____

I will perform such bookkeeping functions as are required to maintain your accounting records in a proper manner. I will not produce financial statements or income tax returns during this engagement. Should you require that I prepare financial statements, a separate engagement would be required. The services provided under this engagement are not designed to detect fraud or error.

Client's Responsibilities

It is understood and agreed that your responsibilities are as follows:

- (a) You will review and approve all journal entries, transaction classifications, and account codes determined or changed by my firm.
- (b) You will supply all necessary information and will be responsible for its accuracy and completeness.
- (c) In order to complete the service, we will need to obtain information on a timely and periodic basis from your organization. These items include the data file, supporting documents, answers to any question we might have, and any other information that we may require to complete the work of this engagement.

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

The fees are expected to be _____, plus applicable taxes. A 2% administrative fee of _____ will be added to the final invoice.

Any out-of-pocket expenses that I incur in the course of rendering the services will be billed in addition to the stated fee.

If there is reason for further work, including changes to financial information, which may result in additional fees, I will obtain your approval before proceeding with such work.

It is agreed this invoice will be paid upon receipt. Interim bills may be charged as required, which must also be paid upon receipt. Any amounts outstanding will be charged interest at 1% per month (12% per annum).

The above fees do not include any follow up work required as a result of assessments, requests for information required by the taxation authorities or government audits.

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.

If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to me.

I appreciate the opportunity of continuing to be of service to your company.

Yours very truly,

Cncp'Madan.'ERC.'EC
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: _____