



FL Accounting LLC

Client Engagement Letter

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ENGAGEMENT OVERVIEW

A clear framework for reliable financial operations.

This Client Engagement Letter (the “Agreement”) states the terms under which FL Accounting LLC (“FL Accounting,” “we,” “us,” or “our”) will provide accounting and financial support services to the client identified below (“Client” or “you”). It is intended to be read together with the selected fee structure and the protective legal clauses that follow.

CLIENT NAME

BUSINESS NAME

EFFECTIVE DATE

Scope of Services

FL Accounting will provide the professional services selected by Client and confirmed in writing, which may include the following:

- Monthly bookkeeping and close support.
- Bank and credit card reconciliations.
- Preparation and delivery of financial statements.
- QuickBooks support, organization, and troubleshooting.
- Payroll coordination and related administrative support.
- Sales tax support and coordination of related information.
- Financial advisory and practical reporting support.

Professional standard. These are professional services performed under applicable Florida rules and standards. The timing and level of service depend on Client providing complete, accurate, and timely records, access, approvals, and responses.

The fee schedule begins on the next page. The protective legal clauses are part of this Agreement and apply to all services performed under it.

SCHEDULE A

Fee Structure

Client may select one monthly package. One-time setup services are available when separately requested and approved. The selected package and any approved one-time work may be confirmed by invoice, email, or another written service confirmation.

Monthly Packages

Package	Monthly fee	Service focus
Simple Start	\$395 / month	Core monthly bookkeeping, reconciliations, financial statements, and QuickBooks support.
Essential	\$795 / month	Expanded monthly support with bookkeeping, reconciliations, financial statements, QuickBooks support, payroll coordination, sales tax support, and financial review.
Advanced	\$1,145 / month	Comprehensive recurring support with the full service scope above plus a deeper advisory and reporting cadence, as agreed with Client.

Additional One-Time Setup Services

Service	Fee
New Company/Entity Setup	\$435.00
Payroll Setup Assistance	\$500.00
QuickBooks Online Setup	\$350.00

Selected monthly package: _____

Approved one-time services: _____

Fees are exclusive of any third-party charges, taxes, or work outside the agreed scope unless expressly stated otherwise in writing.

Protective Legal Clauses

The following clauses allocate responsibilities and protect both parties. They are written in plain language, but are intended to be binding provisions of this Agreement.

1. Limitation of Liability

To the fullest extent permitted by law, FL Accounting's aggregate liability arising out of or relating to this Agreement or the services, under contract, tort, negligence, or any other theory, will not exceed the total fees paid to FL Accounting by Client during the 12 months immediately preceding the event giving rise to the claim. FL Accounting will not be liable for consequential, indirect, special, incidental, exemplary, or punitive damages, including lost profits, lost revenue, or loss of business opportunity.

2. Indemnification

Client will defend, indemnify, and hold harmless FL Accounting and its owners, personnel, and contractors from claims, losses, liabilities, penalties, costs, and reasonable attorneys' fees arising from or related to Client's data, records, instructions, incomplete or inaccurate information, failure to meet a deadline, or negligence or willful misconduct. This obligation does not apply to the extent a final determination finds that the matter resulted from FL Accounting's gross negligence or willful misconduct.

3. Disclaimer of Guarantees and Warranties

The services are provided on an "as is" and "as available" basis. FL Accounting disclaims all warranties, express or implied, to the fullest extent permitted by law, including warranties of merchantability, fitness for a particular purpose, and non-infringement. FL Accounting does not guarantee any specific tax result, financial result, filing outcome, financing outcome, or other business outcome.

4. Confidentiality

Each party will protect the other party's non-public confidential information using reasonable care and will disclose it only to personnel, advisors, service providers, or authorities who have a legitimate need to know or when required by law. Client data and records are confidential to Client. FL Accounting's proprietary methods, pricing, templates, processes, know-how, and software are confidential to FL Accounting. These obligations survive termination, subject to lawful disclosures and information that becomes public without breach.

5. Non-Solicitation

During the term of this Agreement and for 12 months after it ends, Client will not directly or indirectly solicit, recruit, hire, engage, or attempt to hire or engage any FL Accounting employee, contractor, or other personnel who performed services for Client or with whom Client had material contact through the engagement. General advertisements not targeted at FL Accounting personnel are not a breach of this clause.

Protective Legal Clauses (continued)

6. Arbitration, Choice of Law, and Forum

Any dispute, claim, or controversy arising out of or relating to this Agreement or the services will be resolved by binding arbitration before one arbitrator, except that either party may seek temporary or injunctive relief from a court to protect confidential information or enforce a non-solicitation obligation. Florida law governs this Agreement. The exclusive venue for any arbitration or court proceeding will be in Palm Beach County or Martin County, Florida, as selected by the party initiating the proceeding, subject to applicable law.

7. Fee Disputes

Client must provide written notice of any billing or fee dispute to FL Accounting at info@fl-accounting.com within 30 days after the disputed invoice or charge. The notice must identify the invoice, amount, and specific basis for the dispute. If Client does not provide timely written notice, the charge will be deemed accepted, except to the extent prohibited by applicable law.

8. No Reliance on E-Mail for Tax Filing Deadlines

E-mail is not a guaranteed channel for time-sensitive tax filing deadlines, notices, approvals, or other compliance matters. Client must independently monitor its deadlines and confirm receipt of any time-sensitive communication. FL Accounting is not responsible for a missed deadline caused by Client's failure to provide timely information, confirm receipt, monitor a deadline, or use an agreed alternate communication method.

9. Independent Contractor

FL Accounting is an independent contractor and not Client's employee, partner, joint venturer, agent, or fiduciary. FL Accounting controls the manner and means of performing the services, subject to the agreed scope and professional standards. Client will not withhold payroll taxes or provide employee benefits for FL Accounting or its personnel.

10. Client Responsibilities

Client must provide accurate, timely, and complete records, source documents, approvals, credentials, and access reasonably required to perform the services. Client is responsible for reviewing deliverables, maintaining appropriate backups and records, making business and tax decisions, and promptly correcting errors it identifies. FL Accounting may rely on information supplied by Client without independent verification unless a separate written scope says otherwise.

Protective Legal Clauses (continued)

11. Suspension of Services for Non-Payment

If an invoice remains unpaid after its due date, FL Accounting may provide notice and suspend some or all services until the account is brought current. FL Accounting is not responsible for delays, missed deadlines, or resulting consequences caused by a suspension that follows non-payment. Suspension does not waive Client's obligation to pay accrued fees or expenses.

12. Attorney's Fees

In any arbitration, court proceeding, or other enforcement action arising out of or relating to this Agreement, the prevailing party is entitled to recover its reasonable attorneys' fees and costs, including fees and costs incurred on appeal or in post-award or post-judgment proceedings, to the extent permitted by applicable law.

13. Severability, Entire Agreement, and Amendments

If any provision of this Agreement is held invalid or unenforceable, it will be modified and enforced to the maximum extent permitted by law, and the remaining provisions will remain in effect. This Agreement, including the fee structure and written service confirmations, is the entire agreement between the parties concerning the services and supersedes prior discussions or understandings on that subject. Any amendment, waiver, or change must be in writing and accepted by both parties.

14. Electronic Signature Consent

Each party consents to conducting this transaction electronically and agrees that an electronic signature, electronic acceptance, or signed PDF has the same legal effect as an original handwritten signature. A copy of this Agreement delivered electronically is an original for all purposes. Each signer represents that they are authorized to bind the party identified in the signature block.

Cancellation Policy

Any cancellation or change to services requires at least 30 days prior written notice sent to info@fl-accounting.com. Changes are effective only when confirmed in writing by FL Accounting. Client remains responsible for fees for services performed and approved expenses incurred through the effective date of the change or cancellation.

Questions about this Agreement or a billing notice should be directed to info@fl-accounting.com. The Agreement is not effective until accepted by both parties, except that it may apply to services already requested or performed if the parties sign after work has begun.

EXECUTION

Acceptance and Electronic Signatures

By signing below, the parties acknowledge that they have read, understand, and agree to this Client Engagement Letter, including the scope of services, fee structure, protective legal clauses, and 30-day cancellation and service-change notice requirement.

ELECTRONIC SIGNATURE CONSENT

The parties agree that electronic signatures and electronic copies of this Agreement are binding and may be relied upon as originals. By signing electronically, each signer confirms their identity, authority to sign, and consent to receive this Agreement and related notices electronically.

CLIENT

Client Name

Business Name

Date

Electronic Signature

FL ACCOUNTING ACCEPTANCE

Signature

Date

Name / Title

After receiving your TaxDome invitation, upload the completed and signed Agreement to the secure client portal. Retain a copy for your records.