

LENO ACCOUNTING AND PAYROLL DEPARTMENT

ACCOUNTING SERVICES PROPOSAL

Date: _____

To:

Thank you for the opportunity to offer our Accounting Services to your company.

Having your company's books in good financial condition all year round provides an advantage in evaluating your past and present financial position and making sound business decisions to grow your firm.

By engaging Leno Corporate Services Ltd. to take care of all your accounting needs, you will have the best support to move in the right direction. By letting us be your professional accountants you will:

- have reliable access to the advice and services of highly qualified, experienced accountants
- have more time to engage and build client relationships without having to think about all the number crunching
- have accurate and secured financial reports generated and maintained by financial professionals

Given the opportunity to work for your auspicious company, we will prove, with our allegiance and high performance, that you have procured peace of mind in the aspect of our professional accounting services. Provided herein is our proposed fee for rendering accounting services.

If you are in need of clarification or any additional information, please contact us. If you are in agreement, please sign the proposal and return to us.

Sincerely yours,

Accounting Officer (Print Name)_____
Date: (DD/MM/YYYY)_____
Manager, Outsourced Accounting (Print Name)_____
Date: (DD/MM/YYYY)_____
Accounting Officer (Signature)_____
Manager, Outsourced Accounting (Signature)

Enc: Executed Agreement effective _____



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PROPOSAL FOR PROVISION OF ACCOUNTING SERVICES

Scope of Engagement

- Initial Setup of client financial records:
 - Setup company's general ledger
 - Setup bank accounts
- Ongoing accounting services:
 - Pay company bills
 - Operate Bank Accounts
 - Monthly Bank Account Reconciliation
 - Quarterly Value Added Tax (VAT) Filings
 - Quarterly production of Management Accounts
 - Annual production of Year-end Financial Statements

Proposed Fees

INITIAL ACCOUNT SETUP	ONE-TIME FEE *
Conversion to Leno Corporate Services Ltd.	\$ 800
Production of Reports for Period _____ to _____ (yyyy)	\$ 5,000
Total Fees	\$ 5,800

ONGOING FINANCIAL REPORTING	ONGOING FEES, ANNUALIZED **
Bank Reconciliation	\$ 2,000 (\$500 QTRLY)
Quarterly Tax Filings	\$ 1,200 (\$300 QTRLY)
Quarterly Reports	\$ 6,000 (\$1,500 QTRLY)
Year End Financial Statements	\$ 2,000
Total	\$ 11,200

* The setup fee is payable in full at the time of engagement.

** Ongoing Fees are payable quarterly in advance.

*** All Fees are subject to Value Added Tax (currently at 12%).

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ACCEPTANCE OF PROPOSAL

Acceptance of Proposal

By signing and returning this Proposal, I/We confirm acceptance of this proposal, inclusive of the scope of engagement and proposed fees. I/We further confirm that I/we understand that LENO will undertake due diligence, following which, the engagement between the parties will be formalized through an agreement or contract.

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date