

Clearline Accounts

Client Engagement Letter — Bookkeeping & Accounts Services

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Date: _____

Between: Clearline Accounts ("we", "us") and _____ ("you", "the Client"),
of _____.

This letter sets out the terms on which we will provide accounting and business support services to you.

1. Scope of Services

Tick or confirm below which services are included in this engagement. Additional services can be added at any time by written agreement.

- ☐ Monthly bookkeeping and bank reconciliation
- ☐ VAT return preparation and submission (Making Tax Digital compliant)
- ☐ Accounts payable / accounts receivable management
- ☐ Payroll processing for small teams
- ☐ Management accounts preparation
- ☐ Business consulting — budgeting, pricing, and financial planning advice

VAT recovery advisory (reclaiming VAT on exported goods/services) is covered under a separate engagement letter, as it uses a different success-fee structure.

2. Fees & Package

Our services are available on an hourly basis (£25–£40/hour depending on service) or as a fixed monthly package. Indicative packages:

Package	Monthly fee	Includes
Starter	£150/mo	Bookkeeping, bank reconciliation, quarterly VAT return
Growth	£275/mo	Starter + accounts payable/receivable, monthly management snapshot
Established	£400/mo	Growth + payroll for small

		teams, priority turnaround
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Agreed monthly fee for this engagement: £_____ , covering: _____

Fees are reviewed periodically and any changes will be agreed with you in writing in advance.

3. Payment Terms

Invoices are issued monthly in [advance / arrears] and are payable within [14] days of the invoice date. Late payment may result in suspension of services until the account is brought up to date.

4. Your Responsibilities

- Provide accurate and complete records (invoices, receipts, bank statements, payroll data) in a timely manner
- Grant access to relevant accounting software (e.g. Xero, QuickBooks) and bank feeds where needed
- Respond to information requests promptly, particularly ahead of VAT and payroll deadlines
- Inform us promptly of any changes to your business (VAT registration, employees, structure) relevant to this engagement

You remain responsible for the accuracy and completeness of the underlying financial information you provide. This engagement does not constitute an audit.

5. HMRC Agent Authorisation

Where this engagement includes VAT returns or payroll submissions, we will act as your authorised agent with HMRC for these specific matters. You will need to complete HMRC's digital authorisation process to allow this.

6. Confidentiality & Data Protection

We will treat all information you provide as confidential and process personal data in accordance with UK GDPR and the Data Protection Act 2018. Information will only be shared with HMRC or other relevant parties as necessary to deliver this engagement, or as required by law.

7. Anti-Money Laundering

As a supervised business under the Money Laundering Regulations, we are required to carry out client due diligence checks before and during this engagement, including verifying your identity and the nature of your business.

8. Professional Indemnity Insurance

We hold professional indemnity insurance covering the services provided under this engagement. Details are available on request.

9. Termination

Either party may terminate this engagement by giving [30] days' written notice. Fees for work completed up to the date of termination remain payable. We will return your records to you within a reasonable time of termination.

10. Agreement

By signing below, both parties agree to the terms set out in this engagement letter.

Signed for Clearline Accounts:

Name: _____

Date: _____

Signed for Client:

Name: _____

Date: _____