

Accountancy Engagement Letter

Terms of professional accountancy services

Client: [Client Name] ("the Client")

Effective date: [DD Month YYYY]

Accountant: Lieu Vo ("the Accountant")

Parties

This engagement letter is entered into between:

Accountant	Lieu Vo, [Address], [City], [Postcode]
Client	[Client Name], [Address], [City], [Postcode]
Engagement type	Ongoing accountancy services
Governed by	The laws of England and Wales

Scope of Services

Lieu Vo will provide the following accountancy services to the Client:

#	Service
1	Preparation and filing of annual self-assessment tax return (SA100)
2	Preparation of year-end accounts
3	Bookkeeping and transaction categorisation
4	VAT return preparation and submission (quarterly)
5	Payroll processing and RTI submissions to HMRC
6	General tax advice and correspondence with HMRC on the Client's behalf

Any services not listed above will be agreed in writing as a separate Scope of Work before work begins.

Fees

Service	Fee
Monthly retainer (bookkeeping + payroll)	£[000] per month
Annual self-assessment return	£[000] per filing
Year-end accounts	£[000] per year
VAT return (per quarter)	£[000] per quarter
Ad hoc advice (hourly rate)	£[000] per hour

All fees are exclusive of VAT. VAT will be charged at the prevailing rate where applicable.

Payment Terms

- Invoices are issued at the **end of each month** for monthly services, or upon completion for one-off work.
- Payment is due within **14 days** of the invoice date.
- Late payments will accrue interest at **8% per annum** above the Bank of England base rate, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- Lieu Vo reserves the right to suspend services where invoices remain unpaid beyond 30 days.

Client Responsibilities

The Client agrees to:

- Provide all necessary financial records, documents, and information in a **timely manner**.
- Notify Lieu Vo promptly of any changes to their business, income, or personal circumstances that may affect their tax position.
- Review and approve all documents and filings before submission.
- Retain copies of all records for a minimum of **6 years** in accordance with HMRC requirements.
- Ensure all information provided to Lieu Vo is **accurate and complete**.

Lieu Vo accepts no liability for errors or penalties arising from incomplete, inaccurate, or late information provided by the Client.

Confidentiality

Both parties agree to keep all financial and business information confidential. Lieu Vo will not disclose the Client's information to any third party except:

- Where required by law or HMRC regulation
- With the Client's prior written consent
- To professional advisers bound by equivalent confidentiality obligations

Data Protection

Lieu Vo processes personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the Data Protection Act 2018. Personal data is collected solely for the purpose of providing the agreed services and will not be shared or sold to third parties.

Professional Standards

Lieu Vo operates in accordance with the ethical and professional standards of **[Professional Body – e.g. ICAEW / ACCA / AAT]**. Lieu Vo maintains professional indemnity insurance appropriate to the services provided.

Term and Termination

Item	Detail
Start date	[DD Month YYYY]
Initial term	12 months
Notice period	30 days written notice by either party
Renewal	Automatically renews annually unless notice is given

Upon termination, the Client remains liable for all fees incurred up to the date of termination. Lieu Vo will provide all Client records and documents within 14 days of the termination date.

Limitation of Liability

Lieu Vo's total liability to the Client for any claim arising from this engagement shall not exceed the total fees paid in the **12 months preceding the claim**. Lieu Vo shall not be liable for indirect, consequential, or loss of profit claims.

Complaints

If the Client is dissatisfied with any aspect of the service, complaints should be directed in writing to Lieu Vo at [email address]. Lieu Vo will acknowledge complaints within **5 business days** and aim to resolve them within 28 days.

Acceptance

By signing below, both parties confirm they have read, understood, and agreed to the terms of this engagement letter.

Client

[Client Name]

Lieu Vo

Authorised signatory

Date:

Date: