

Bookkeeping Proposal Sample

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Cover Letter. [Client.FirstName] [Client.LastName] [Client.Company] [Client.Company.Address] [Date] [Sender.Company.Address] Dear [Title] [Client.LastName], Whether your business is new or old, it needs efficient accounting services for growth and sustainability. Having your books in top shape all year round is an achievement that can help your business function smoothly and provide grounds for sound and promising business decisions.

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Importance of Bookkeeping. Bookkeeping is an important aspect in the life of every business entity. It involves the recording of financial transactions, which includes purchases, sales, general receipts, and payments.It can help the users of the financial statements as well as the related parties in different ways.

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Here is a sample marketing letter for your bookkeeping services. Dear (Name), As a business owner, you juggle many responsibilities. Managing and growing your business is a complicated process, and maintaining your company's books (although essential) is a tedious, time-consuming task that takes your attention away from ensuring your company's sustainability and growth.

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You're in a great position to utilize our services. I'm certain that we will provide incredible value to your business via our tax and accounting services. Please take a look at the brochure to your left and revise the engagement letter at the end of this proposal. If you're ready to get started, please enter payment details and sign this proposal.