**SAMPLE PROPOSAL LETTER**

Mr X

Company

Street

Town

County

Postcode

Date

Dear

It was a pleasure meeting with you on DAY/DATE. As we discussed, I am delighted to enclose my quotation to undertake the bookkeeping work for your business.

My quote is for £ ............. (plus VAT if applicable) per hour.

This amount payable will cover the following bookkeeping services:

* Summarising your sales and purchase invoices
* Recording your bank receipts and bank payments
* Reconciling your bank account on a monthly basis
* Calculating your VAT due per quarter
* Forwarding the appropriate records to your accountant at the end of year, and all related correspondence.

I look forward to hearing from you and hopefully working with you and supporting your business success.

Yours sincerely,

NAME

Business Name

Telephone

Email