Accounting and Compliance Services Proposal

Prepared by the firm for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

We propose to manage your accounting and statutory compliance so filings are on time and your books are always up to date.

ENTITY TYPE, TURNOVER AND CURRENT SET-UP

Scope of work

- Monthly bookkeeping in your accounting software, with bank reconciliation
- GST returns (GSTR-1, GSTR-3B) and annual return
- TDS deduction advice, returns and Form 16/16A
- Payroll processing, PF and ESI filings
- ROC annual filings (AOC-4, MGT-7) and income-tax return

Plan and timeline

Phase	What you get	Typical time
Onboarding	Data access, backlog review	2 weeks
Monthly cycle	Books, GST, TDS, payroll	Monthly
Annual	Finalisation, audit support, ITR, ROC	Yearly

PROPOSED START | TARGET COMPLETION

Investment

MONTHLY RETAINER (₹)	ANNUAL FILINGS FEE (₹)	TRANSACTIONS / MONTH (UP TO)

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- The client shares bills, bank statements and payroll inputs by the 5th of each month.
- Statutory audit, tax scrutiny and notice replies are quoted separately.
- Government fees, interest and penalties caused by late data are borne by the client.

Acceptance

By signing, the client accepts this proposal and authorises the firm to begin. Detailed terms (confidentiality, IP, liability) follow the firm's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS	CLIENT GSTIN

PO NO. (IF ANY)	SIGNATORY DESIGNATION

Client		Firm	
SIGNATURE		SIGNATURE	
PRINTED NAME	DATE	PRINTED NAME	DATE