

[Your firm name and logo]

[CFO firm name]

[Firm address]

[Date]

[Company legal name]

Attention: [Owner or CEO name], [Title]

[Company address]

Re: Fractional CFO services

Dear [Owner or CEO name],

The engagement

[CFO firm name] will provide part-time chief financial officer services to [Company legal name] through [CFO name], starting [start date]. These are advisory services. You, as [owner / CEO], remain the person who makes the company's decisions.

Monthly deliverables

Each month we will deliver the items in Schedule A on the dates shown there, including: a review of the monthly close by business day [X]; a thirteen-week cash forecast updated every [weekday]; a management pack with budget against actual by business day [X]; and, each quarter, a board pack [X] days before the meeting.

Included time and overflow

The retainer includes [number] hours a month, which do not roll over. We will tell you when you have used [percentage] of them. Extra hours are billed at [rate] per hour, only after you agree by email.

Projects

Work outside Schedule A, such as building the annual budget, a fundraising model, a system migration or due diligence support, is a project. We will quote each one in a short addendum that you sign before we start.

Decisions stay with you

We recommend; the final call is yours. You agree to every budget, hire, price, financing and payment. We will not sign checks, release payments, hold the company's funds or sign filings for the company. Any exception needs a separate written authority signed by you, with its limits.

Independence (optional)

Because our firm also performs [audit / review] services for the company, we will not take on any management responsibility. You will name [overseer name], who has suitable skill, knowledge or experience, to oversee our services, evaluate them and accept responsibility for their results.

What you send us each month

By business day [X] after each month end, you will send or give us access to: bank and credit card statements; the receivables and payables agings; the payroll register; the sales pipeline export; and any new loan agreement, lease or major contract. A late input moves the deliverables that depend on it by the same number of days.

System access

You will grant the access in Schedule B: [accounting system, accountant role]; [bank, view only]; [payroll, view only]; [document storage, editor]. You remain the owner of every account and credential. You will remove our access on the last day of the engagement, and we will confirm in writing that we hold no login.

Reliance on your information

We rely on the records and explanations you give us and do not audit or verify them. Our management packs, forecasts and board packs are advisory work products: we issue no audit, review or compilation report on them and give no assurance. If we find an error or a gap, we will tell you in writing. Correcting past books is a project under the clause above.

Fees and expenses

The monthly retainer is [amount], invoiced on the [day] of each month in advance and due within [number] days. Projects are billed as quoted. Expenses you agreed to in advance are billed at cost.

Confidentiality

We keep your financial information confidential, use it only for this engagement, and never share it with another client. Files go through [secure upload method], not plain email.

Limit of liability (optional)

Our total liability under this letter is limited to the fees you paid us in the [number] months before the claim. We are not liable for the results of decisions you make, whether or not you followed our recommendation.

Term and ending

The first term is [three] months. After that, the engagement continues month to month until either of us gives [30] days' written notice. On the last day we will hand over our models, working files and a summary of open items.

Governing law and disputes (optional)

This letter is governed by the laws of [state]. Any dispute about our services will first go to non-binding mediation in [city, state] before either of us starts other proceedings.

Acceptance

Please sign below to confirm these terms. Schedules A and B form part of this letter, and a change to either takes effect once we both sign it.

Kind regards,

[CFO name]

[CFO firm name]

Signature: _____ Date: _____

Accepted for [Company legal name] by [Owner or CEO name], [Title]

Signature: _____ Date: _____