



## **Bookkeeping Proposal**

Business Name: Encore High School  
Business Contact: A Barkdull  
Business Email: abarkdull@encorehighschool.com

Thank you for giving H&R Block the opportunity to submit a proposal for monthly bookkeeping reconciliation and auditing of your ASB books.

### **Monthly Bookkeeping and Auditing Services**

Review and organization of all monthly activity documentation

Bank/credit card account reconciliations

Preparation of monthly income and expenses reports

Monthly touch points – discussion of your results

The monthly cost for this service is \$50 an hour with a monthly estimate of 4 hours. This is subject to change with an increase of monthly transactions.

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