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| To the Senior Partner  Xxxx Accountants  Address  Date | Bloggs Holdings Ltd  Lamb Road  Toytown  TT1 1TT  02012345678  07012345678 |

**INVITATION TO QUOTE FOR THE PROVISION OF ACCOUNTANCY SERVICES**

Dear Sir

Bloggs Holdings Ltd is a design and build construction firm with a strong eco/green focus, specialising in new builds, extensions and conversions of homes in the up-market areas of Toytown.

15 years old, the business is enjoying success in winning tenders for this type of work in which it is becoming recognised as expert. Our plans are to grow very considerably from the current budgeted level of £2.5m sales in 2013 with the objective of £10m annual sales by 2017/18.

We are gearing up our resources to meet this challenge and one of these will be the services of a like minded accountancy firm from whom we will need the following services:

* Monthly payroll run (5 people now) including remission of PAYE/NI to HMRC
* Quarterly VAT return and interim Profit &Loss / Balance Sheet report
* Advice on bookkeeping
* Advice on monthly management accounting
* Annual accounts production and audit report
* Annual HMRC returns
* Companies House filing
* Tax strategy for the Company and Directors / shareholders (2)
* Development funding strategy and execution
* Ad hoc advice through the year

We will expect to agree a schedule of services, service standards and a budget, which we will pay by fixed monthly subscription starting in month one.

This invitation has been sent to a small number of chartered accountancy firms within a few miles of the Company’s Toytown offices and showrooms. If you believe that you have common aims and values with what we have set out here, you are invited to make an appointment at our offices in order to collect enough information to produce a quote and presentation.

Yours faithfully

Ernest Grouser

Managing Director