

OKAFOR CPA

Engagement letter · 2026 bookkeeping and tax services

Client: Lumen Studio · Maya Chen, owner

Services: monthly bookkeeping review and close; quarterly estimated tax worksheets; preparation of the 2026 federal and state income tax returns.

Fee: \$425 per month, billed on the 1st. Return preparation included.

Books are kept in Neo-Capital; we review them in your shared workspace.

Signed: Maya Chen

Date: 2026-09-08

Signed: Sarah Okafor, CPA

Date: 2026-09-06