

AGREEMENT FOR VIRTUAL ACCOUNTING AND BACK OFFICE SERVICES

This Agreement for Virtual Accounting and Back Office Services (the "Agreement") is entered into and made effective as of _____, by and between:

Service Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Provider"),

AND

Client: _____, with a principal place of business at _____ (hereinafter referred to as the "Client").

The Provider and the Client may collectively be referred to as the "Parties" or individually as a "Party."

1. SCOPE OF SERVICES

The Provider agrees to perform virtual accounting and back-office services for the Client as specified below:

- a. _____
- b. _____
- c. _____
- d. _____

2. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue:

- ☐ On a month-to-month basis, terminable by either party providing _____ days written notice.
- ☐ Until _____, unless terminated earlier in accordance with this Agreement.

3. FEES AND PAYMENT TERMS

In consideration for the services rendered, the Client agrees to pay the Provider as follows:

- **Service Fee:** _____ per _____.
- **Invoicing:** Invoices will be issued on the _____ day of each month.
- **Payment Terms:** All payments are due within _____ days of the invoice date. Late payments may incur a fee of _____.

4. CLIENT RESPONSIBILITIES AND ACCESS

The Client shall provide the Provider with timely access to all necessary financial records, bank statements, receipts, and software platforms required to perform the services. The Provider is not responsible for errors or delays resulting from the Client's failure to provide accurate and timely information.

5. CONFIDENTIALITY AND DATA SECURITY

Both Parties agree to keep all proprietary information, financial data, and personal information strictly confidential. The Provider shall implement reasonable security measures to protect the Client's data stored in virtual systems.

6. LIMITATION OF LIABILITY

The Provider shall perform services in a professional manner. Under no circumstances shall the Provider be liable for any indirect, incidental, special, or consequential damages. The Provider's maximum liability under this Agreement shall not exceed the total fees paid by the Client to the Provider in the _____ months preceding the claim.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State/Country of _____.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties regarding the subject matter hereof and supersedes all prior agreements, written or oral.

PROVIDER:

By: _____

Authorized Signature

Name: _____

Title: _____

Date: _____

CLIENT:

By: _____

Authorized Signature

Name: _____

Title: _____

Date: _____