

BOOKKEEPING SERVICES AGREEMENT

This Bookkeeping Services Agreement (the "Agreement") is entered into as of _____, by and between:

Bookkeeper: _____

Address: _____

Email: _____ Phone: _____

And

Client: _____

Address: _____

Email: _____ Phone: _____

1. Engagement of Services

The Client hereby engages the Bookkeeper to perform bookkeeping and accounting-related services as described herein, and the Bookkeeper agrees to perform such services under the terms and conditions set forth in this Agreement.

2. Scope of Work

The Bookkeeper shall provide the following services:

1. _____
2. _____
3. _____
4. _____

3. Term & Termination

This Agreement shall commence on _____ and shall continue:

____ On a month-to-month basis until terminated by either party with _____ days written notice.

____ Until _____, unless terminated earlier in accordance with this Agreement.

4. Compensation and Payment

For services rendered, the Client agrees to pay the Bookkeeper as follows:

Rate: _____ per _____.

Invoices will be issued _____ and are due within _____ days of receipt. Late payments may be subject to a fee of _____.

5. Client Responsibilities

The Client agrees to provide the Bookkeeper with all necessary financial records, bank statements, invoices, receipts, and other documents required to perform the services in a timely manner. The Bookkeeper is not responsible for errors resulting from inaccurate or incomplete information provided by the Client.

6. Confidentiality

The Bookkeeper agrees to keep all financial, business, and personal information of the Client strictly confidential and shall not disclose such information to any third party without the prior written consent of the Client, except as required by law.

7. Relationship of Parties

The Bookkeeper is an independent contractor and not an employee of the Client. The Bookkeeper shall be responsible for all taxes, insurance, and professional registrations associated with their services.

8. Governing Law

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Bookkeeper:

Client:

Signature

Signature

Print Name

Print Name

Date

Date