

VIRTUAL BOOKKEEPING SERVICES AGREEMENT

This Virtual Bookkeeping Services Agreement (the "Agreement") is entered into as of this _____ day of _____, 20____, by and between:

Service Provider:

Company Name: _____

Representative: _____

Address: _____

Email: _____

And

Client:

Company Name: _____

Representative: _____

Address: _____

Email: _____

1. Scope of Services

The Service Provider agrees to perform virtual bookkeeping services for the Client. The specific services to be provided include:

- Recording and classifying daily financial transactions.
- Reconciliation of bank accounts, credit cards, and merchant accounts (up to _____ accounts).
- Preparation of monthly financial statements (Balance Sheet, Income Statement, Cash Flow Statement).
- Accounts Receivable management (invoicing and tracking).
- Accounts Payable management (bill tracking and scheduling payments).
- Other services: _____

2. Term and Termination

This Agreement shall commence on _____, 20____ and shall continue:

___ On a month-to-month basis, terminable by either party with _____ days' written notice.

___ Until _____, 20____, unless terminated earlier in accordance with this Agreement.

3. Fees and Payment Terms

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

- **Rate:** _____ per _____ (e.g., hour, month).
- **Invoicing:** Invoices will be issued on the _____ day of each month.
- **Due Date:** Payment is due within _____ days of the invoice date.
- **Late Fees:** Outstanding balances past the due date shall accrue interest at a rate of _____% per month.

4. Client Responsibilities and Access

To facilitate the virtual bookkeeping services, the Client agrees to:

- Provide read-only access to necessary online banking, credit card, and merchant accounts.
- Provide digital copies of all receipts, invoices, statements, and other financial records by the _____ day of the following month.
- Respond promptly to queries regarding unclassified transactions or missing documentation.

5. Confidentiality and Security

The Service Provider agrees to maintain the absolute confidentiality of all Client financial records, data, and proprietary information. The Service Provider shall employ industry-standard digital security measures, including secure password managers, encrypted networks, and two-factor authentication, to protect the Client's sensitive information.

6. Independent Contractor Status

The Service Provider is an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship between the Service Provider and the Client.

7. Limitation of Liability

The Service Provider shall perform services in accordance with professional standards. The Service Provider is not responsible for errors resulting from inaccurate, incomplete, or falsified information provided by the Client. The Service Provider's total liability under this Agreement shall not exceed the total fees paid by the Client to the Service Provider during the _____ months preceding the claim.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State/Country of _____, without regard to its conflict of law principles.

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

SERVICE PROVIDER:

CLIENT:

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____