

VIRTUAL BACK OFFICE ACCOUNTING SERVICES AGREEMENT

CLOUD-BASED SERVICE CONTRACT

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

Service Provider: _____

Address: _____

Email: _____

And

Client: _____

Address: _____

Email: _____

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

1. SCOPE OF VIRTUAL SERVICES

The Service Provider shall perform professional back office accounting and financial services on a virtual, cloud-based platform. The specific services to be provided include:

1. General ledger maintenance and reconciliation of bank and credit card accounts.
2. Accounts Payable (A/P) processing, including bill entry and payment scheduling via virtual portals.
3. Accounts Receivable (A/R) management, including customer invoicing and payment recording.
4. Preparation of monthly, quarterly, and annual financial statements, including Balance Sheets and Income Statements.
5. Cloud-based document management and digital filing of financial records.
6. Other services as mutually agreed upon in writing by both Parties.

2. ACCESS TO SYSTEMS AND DATA SECURITY

1. The Client agrees to provide the Service Provider with administrative or accountant-level access to the Client's cloud-based accounting software, bank feeds, and necessary third-party integrations.
2. The Service Provider agrees to maintain industry-standard security measures to safeguard all financial data and login credentials provided by the Client.
3. The Service Provider shall not share login credentials or transfer Client data to any unauthorized third party without prior written consent.

3. FEES AND PAYMENT TERMS

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

1. **Service Fee:** The Client shall pay a recurring fee of \$ _____ per _____ (e.g., month/hour).
2. **Invoicing:** Invoices will be issued on the _____ day of each period.
3. **Payment Method:** Payments shall be made via _____.

4. **Late Payment:** Payments not received within _____ days of the invoice date will be subject to a late fee of _____ % per month.

4. TERM AND TERMINATION

1. **Term:** This Agreement shall commence on _____ and shall continue on a _____ basis.
2. **Termination:** Either Party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other Party.
3. **Immediate Termination:** Either Party may terminate this Agreement immediately in the event of a material breach by the other Party that remains uncured for _____ days after written notice of such breach.

5. CONFIDENTIALITY

The Service Provider acknowledges that during the term of this Agreement, they will have access to non-public, confidential financial information of the Client. The Service Provider agrees to keep all such information strictly confidential and shall not disclose it to any third party, except as required by law or authorized by the Client in writing.

6. LIMITATION OF LIABILITY

The Service Provider shall perform all services in accordance with professional standards. The Service Provider's total liability under this Agreement for any cause of action, whether in contract, tort, or otherwise, shall be limited to the total fees paid by the Client to the Service Provider during the _____ months preceding the event giving rise to the liability.

7. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of law principles. Any legal actions arising under this Agreement shall be filed in the courts located in _____.

8. ENTIRE AGREEMENT

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

IN WITNESS WHEREOF, the Parties hereto have executed this Virtual Back Office Accounting Services Agreement as of the date first written above.

SERVICE PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____