

CORPORATE ACCOUNTING AND BOOKKEEPING SERVICES AGREEMENT

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

CLIENT:

Company Name: _____
Registered _____

Address: _____

Represented by: _____
Title: _____

AND

SERVICE PROVIDER:

Company Name: _____
Registered _____

Address: _____

Represented by: _____
Title: _____

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

WHEREAS, the Client desires to retain the Service Provider to perform professional accounting and bookkeeping services, and the Service Provider agrees to perform such services under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. SCOPE OF SERVICES

The Service Provider shall perform the following accounting and bookkeeping services (collectively, the "Services"):

1. Maintenance of general ledger and subsidiary ledgers.
2. Reconciliation of bank accounts, credit cards, and merchant accounts.
3. Accounts receivable processing, invoicing, and age analysis.
4. Accounts payable processing and vendor payment management.
5. Preparation of monthly, quarterly, and annual financial statements, including Balance Sheet, Income Statement, and Cash Flow Statement.
6. Payroll processing, payroll tax compliance, and filing support.
7. Preparation of files and documentation for external tax preparers and auditors.
8. Other services as mutually agreed upon in writing by both Parties.

2. TERM AND TERMINATION

1. **Term:** This Agreement shall commence on _____ and shall continue on a _____ basis until terminated by either Party in accordance with this Section.
2. **Termination for Convenience:** Either Party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other Party.
3. **Termination for Cause:** Either Party may terminate this Agreement immediately upon written notice if the other Party breaches

any material term of this Agreement and fails to cure such breach within _____ days of receipt of written notice detailing the breach.

3. FEES AND PAYMENT TERMS

1. **Service Fees:** The Client shall pay the Service Provider a fee of _____ per _____ for the Services rendered.
2. **Out-of-Pocket Expenses:** The Client shall reimburse the Service Provider for all reasonable, pre-approved out-of-pocket expenses incurred in the performance of the Services.
3. **Invoicing:** Invoices will be issued on the _____ of each month. Payment is due within _____ days of the invoice date.
4. **Late Payments:** Overdue payments shall accrue interest at a rate of _____ % per month, or the maximum rate permitted by law, whichever is lower.

4. CLIENT RESPONSIBILITIES AND ACCESS

1. **Information Provision:** The Client agrees to provide the Service Provider with all necessary financial records, bank statements, receipts, invoices, and other source documents in a timely and organized manner.
2. **Accuracy of Information:** The Client is responsible for the accuracy and completeness of all data and information provided to the Service Provider. The Service Provider is not responsible for auditing or verifying the source data provided.
3. **Access:** The Client shall grant the Service Provider necessary administrative access to accounting software, banking portal view-only profiles, payroll systems, and other third-party integrations required to perform the Services.

5. CONFIDENTIALITY

1. **Confidential Information:** Both Parties agree to keep confidential all non-public, proprietary, or financial information disclosed during the term of this Agreement.
2. **Exclusions:** Confidential information does not include information that is publicly available, already known to the receiving Party, or independently developed without reference to the disclosing Party's information.
3. **Survival:** The obligations of confidentiality shall survive the termination or expiration of this Agreement for a period of _____ years.

6. LIMITATION OF LIABILITY

1. **No Audit:** The Services provided under this Agreement do not constitute an audit, review, or compilation of financial statements in accordance with professional standards, and no assurance is expressed or implied.
2. **Limitation:** In no event shall either Party be liable for any indirect, incidental, special, or consequential damages. The Service Provider's total aggregate liability under this Agreement shall not exceed the total fees paid by the Client to the Service Provider in the _____ months preceding the claim.

7. GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State/Country of _____. Any dispute arising out of or in connection with this Agreement shall be resolved through amicable negotiations, failing which, the dispute shall be submitted to the exclusive jurisdiction of the courts of _____.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral. No amendment or modification to this Agreement shall be effective unless made in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Corporate Accounting and Bookkeeping Services Agreement as of the date first written above.

CLIENT:

SERVICE PROVIDER:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date