

# ONGOING BOOKKEEPING RETAINER AGREEMENT

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This Ongoing Bookkeeping Retainer Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_, 20\_\_\_\_\_, by and between:

**Bookkeeper:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Client:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

## 1. ENGAGEMENT & SERVICES

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The Client hereby engages the Bookkeeper to perform ongoing professional bookkeeping services. The scope of services shall include, but is not limited to, the following ongoing tasks:

- Recording and classifying daily financial transactions.
- Reconciliation of bank, credit card, and loan accounts on a monthly basis.
- Preparation of monthly financial statements, including Balance Sheet, Income Statement, and Statement of Cash Flows.
- Accounts Payable processing and management.
- Accounts Receivable tracking, invoicing, and reconciliation.
- Collaborating with the Client's CPA or tax preparer for year-end tax preparation.
- Other services as mutually agreed upon in writing by both Parties.

## 2. RETAINER & COMPENSATION

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In consideration for the ongoing services provided by the Bookkeeper, the Client agrees to pay a recurring retainer fee as follows:

- **Monthly Retainer Fee:** \$ \_\_\_\_\_ USD per month.
- **Payment Schedule:** The retainer fee is due in advance on the \_\_\_\_\_ day of each calendar month.
- **First Payment:** The first payment of \$ \_\_\_\_\_ shall be due on \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_.
- **Additional Hours:** Any work outside the agreed scope of services will be billed at an hourly rate of \$ \_\_\_\_\_ per hour, subject to prior approval from the Client.

## 3. TERM & TERMINATION

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This Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_\_, and shall continue on a month-to-month basis until terminated by either Party. Either Party may terminate this Agreement at any time by providing \_\_\_\_\_ days written notice to the other Party. Upon termination, the Client shall pay for all services rendered up to the effective date of termination.

#### 4. CLIENT RESPONSIBILITIES

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The Client agrees to provide the Bookkeeper with timely, accurate, and complete financial information, including bank statements, invoices, receipts, and access to necessary accounting software platforms. The Bookkeeper is not responsible for errors resulting from inaccurate or omitted information provided by the Client.

#### 5. CONFIDENTIALITY

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

#### 6. LIMITATION OF LIABILITY

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The Bookkeeper will perform services in accordance with professional standards. The Bookkeeper's liability for any errors, omissions, or negligence in connection with the services provided under this Agreement shall be limited to the total amount of retainer fees paid by the Client to the Bookkeeper during the \_\_\_\_\_ month period immediately preceding the event giving rise to the claim.

#### 7. GOVERNING LAW

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

IN WITNESS WHEREOF, the Parties hereto have executed this Ongoing Bookkeeping Retainer Agreement as of the date first written above.

**BOOKKEEPER:**

**CLIENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date