

OUTSOURCED ACCOUNTING SERVICES AGREEMENT

This Outsourced Accounting Services Agreement (the "Agreement") is entered into and made effective as of _____, 20____, by and between:

Client:

Name/Company: _____

Address: _____

Represented by: _____

AND

Service Provider:

Name/Company: _____

Address: _____

Represented by: _____

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

1. SCOPE OF SERVICES

The Service Provider agrees to perform the following accounting and financial services for the Client:

- a. Bookkeeping and general ledger maintenance.
- b. Accounts payable and accounts receivable processing.
- c. Bank and credit card reconciliations.
- d. Preparation of monthly, quarterly, and annual financial statements.
- e. Other services as specified here: _____

2. TERM AND TERMINATION

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

- ☐ Until terminated by either Party giving _____ days written notice.
- ☐ Until _____, 20____, unless extended by mutual written consent.

3. FEES AND PAYMENT TERMS

- a. **Service Fee:** The Client agrees to pay the Service Provider _____ per _____ for the services rendered.
- b. **Invoicing:** Invoices will be issued on the _____ day of each month.
- c. **Payment Terms:** Payments are due within _____ days from the invoice date. Late payments shall incur interest at a rate of _____% per month.

4. CLIENT RESPONSIBILITIES

The Client shall provide all necessary financial records, documents, receipts, invoices, and access to relevant systems in a timely manner. The Service Provider is not responsible for errors or delays resulting from the Client's failure to provide accurate and timely information.

5. CONFIDENTIALITY AND DATA PROTECTION

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

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 shall be limited to the total amount of fees paid by the Client to the Service Provider under this Agreement during the _____ months preceding the event giving rise to liability.

7. GOVERNING LAW

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

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

CLIENT

Signature

Name/Title

Date

SERVICE PROVIDER

Signature

Name/Title

Date