

FINANCIAL CONTROLLER SERVICE LEVEL AGREEMENT

This Financial Controller Service Level Agreement (hereinafter referred to as the "Agreement") is entered into and made effective as of _____, by and between:

The Client:

Entity Name: _____

Address: _____

Represented by: _____

The Service Provider:

Entity Name: _____

Address: _____

Represented by: _____

Collectively referred to herein as the "Parties" and individually as a "Party."

1. SCOPE OF SERVICES

The Service Provider agrees to perform financial controller services for the Client, which shall include, but are not limited to, the following duties:

- Oversight of day-to-day bookkeeping, accounting procedures, and financial data entry.
- Preparation and review of monthly, quarterly, and annual financial statements.
- Budgeting, forecasting, and cash flow analysis.
- Accounts payable and accounts receivable supervision.
- Coordination with external auditors, tax professionals, and regulatory bodies.
- Implementation and monitoring of internal financial controls.

2. SERVICE LEVELS & DEADLINES

The Service Provider shall perform the services in accordance with the following performance standards and timelines:

Service Deliverable	Performance Metric / Deadline
Monthly Financial Statements	Within _____ days following the end of each calendar month.
Bank Reconciliations	Completed by the _____ day of the following month.
Accounts Payable Processing	Processed _____ times per week.
Cash Flow Forecast Updates	Delivered every _____.
Inquiries and Support Responses	Within _____ business hours of receipt.

3. COMPENSATION & PAYMENT TERMS

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

- **Fee Structure:** _____

• **Payment Schedule:** Invoices shall be issued _____ and are due within _____ days from the date of the invoice.

• **Late Payments:** Overdue payments shall be subject to a late charge of _____% per month.

4. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue:

___ On a month-to-month basis until terminated by either Party.

___ Until _____, unless renewed in writing by both Parties.

Either Party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other Party.

5. CONFIDENTIALITY & INTELLECTUAL PROPERTY

The Service Provider acknowledges that they will have access to proprietary and confidential information of the Client. The Service Provider agrees to maintain the strict confidentiality of all such information and shall not disclose it to any third party without the prior written consent of the Client, both during the term of this Agreement and thereafter.

6. GOVERNING LAW & DISPUTE RESOLUTION

This Agreement shall be governed by, and construed in accordance with, the laws of the State/Country of _____. Any disputes arising out of or in connection with this Agreement shall be resolved through good faith negotiation, and if unresolved, through binding arbitration in _____.

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

CLIENT

SERVICE PROVIDER

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____