

ONGOING ACCOUNTING & BOOKKEEPING RETAINER AGREEMENT

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

Service Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Provider"), and

Client: _____, with a principal place of business at _____ (hereinafter referred to as the "Client").

WHEREAS, the Client desires to retain the Provider to perform professional accounting and bookkeeping services on an ongoing basis, and the Provider agrees to perform such services under the terms and conditions set forth below.

1. SCOPE OF SERVICES

The Provider shall perform ongoing accounting and bookkeeping services. The selected services include, but are not limited to, the following:

- Bank and credit card reconciliation
- Accounts receivable management (invoicing and collections)
- Accounts payable management (bill payments)
- General ledger maintenance and journal entries
- Monthly financial statement preparation (Balance Sheet, Income Statement)
- Payroll administration and reporting
- Sales tax calculation and filing
- Year-end tax preparation coordination

2. RETAINER AND COMPENSATION

In consideration for the services rendered, the Client agrees to pay the Provider according to the following schedule:

- A. **Monthly Retainer Fee:** The Client shall pay a recurring monthly retainer fee of \$ _____ due on the _____ day of each calendar month.
- B. **Inclusions and Limits:** The monthly retainer covers up to _____ hours of work per month.
- C. **Additional Hours:** Any work exceeding the monthly allocation shall be billed at an hourly rate of \$ _____ per hour, subject to prior authorization from the Client.
- D. **Payment Terms:** All payments shall be made via _____. Late payments shall incur a fee of _____ % per month on outstanding balances.

3. TERM AND TERMINATION

- A. **Term:** This Agreement shall commence on _____ and shall remain in effect on a month-to-month basis until terminated by either party.
- B. **Termination:** Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party.
- C. **Final Payment:** Upon termination, the Provider shall complete all work in progress up to the termination date, and the Client shall pay for all services rendered up to the effective date of termination.

4. CLIENT RESPONSIBILITIES

The Client agrees to provide the Provider with all necessary financial data, documents, receipts, bank statements, and access to accounting software in a timely manner. The Provider is not responsible for any errors, penalties, or delays resulting from the Client's failure to provide accurate and complete information.

5. CONFIDENTIALITY AND SECURITY

The Provider shall maintain the strictest confidentiality regarding all financial and proprietary information belonging to the Client. The Provider shall not disclose, share, or use any confidential information for any purpose other than the performance of services under this Agreement, unless required by law.

6. LIMITATION OF LIABILITY

The Provider shall perform services in accordance with professional standards. The Provider's total liability for any claims, losses, or damages arising out of this Agreement shall be limited to the total fees paid by the Client to the Provider under this Agreement during the _____ month period preceding the claim.

7. GOVERNING LAW

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

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

CLIENT AUTHORIZED SIGNATURE

PROVIDER AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

DATE

DATE