

PROFESSIONAL SERVICES AGREEMENT

Financial Statement Compilation Services

This Professional Services Agreement (the "Agreement") is entered into as of this _____ day of _____, 20____, by and between:

Provider: _____ ("Accountant")

Address: _____

and

Client: _____ ("Client")

Address: _____

1. SCOPE OF SERVICES

The Accountant agrees to provide professional financial statement compilation services for the Client. The scope of services is limited to the following:

- a. The Accountant will compile, from information provided by management, the financial statements of the Client, which comprise the balance sheet as of _____, and the related statements of income, retained earnings, and cash flows for the period then ended.
- b. The Accountant will conduct the compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA).
- c. A compilation is limited to presenting in the form of financial statements information that is the representation of management. The Accountant will not audit or review the financial statements and, accordingly, will not express an opinion or any other form of assurance on them.

2. CLIENT RESPONSIBILITIES

The Client acknowledges and agrees that:

- a. The Client is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- b. The Client is responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.
- c. The Client will provide the Accountant with access to all financial records, documentation, and related information necessary for the completion of the compilation.
- d. The Client is responsible for the accuracy and completeness of the records and information provided to the Accountant.

3. FEES AND PAYMENT TERMS

For the services rendered under this Agreement, the Client agrees to pay the Accountant as follows:

- a. The compilation fee shall be _____, payable as follows: _____.
- b. Invoices are due and payable upon _____. Overdue balances shall be subject to a late fee of _____ % per month.

4. TERM AND TERMINATION

This Agreement shall commence on the date first written above and shall continue until the services are completed, unless terminated earlier by either party upon _____ days written notice. In the event of termination, the Client shall pay the Accountant for all services rendered up to the date of termination.

5. LIMITATION OF LIABILITY AND INDEMNIFICATION

The Accountant's liability for any claim arising out of this Agreement, whether in contract, tort, or otherwise, shall be limited to the total fees paid by the Client to the Accountant under this Agreement. The Client agrees to indemnify and hold harmless the Accountant from any claims, liabilities, or expenses arising from the Client's provision of inaccurate or misleading financial information.

6. CONFIDENTIALITY

The Accountant agrees to keep all financial information, records, and proprietary data obtained from the Client strictly confidential and will not disclose such information to third parties without the prior written consent of the Client, except as required by law or professional standards.

7. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____, without giving effect to any principles of conflicts of law.

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

CLIENT:

Authorized Signature

Printed Name

Title

Date

ACCOUNTANT:

Authorized Signature

Printed Name

Title

Date