# RETAINER AGREEMENT FOR ONGOING MONTHLY ACCOUNTING SUPPORT

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

**Accounting Service Provider:** _____ ("Provider")
Address: _____

**Client:** _____ ("Client")
Address: _____

## 1. Scope of Services

The Provider agrees to perform ongoing monthly accounting and financial support services for the Client. The specific scope of monthly services shall include:

1. _____
2. _____
3. _____
4. _____

## 2. Retainer Fee & Payment Terms

In consideration for the services outlined in Section 1, the Client agrees to pay the Provider a monthly retainer fee of $_____.

This fee is due and payable in advance on the _____ day of each calendar month. The first monthly retainer payment shall be due on _____, 20_____.

Any additional work outside the scope of this Agreement will be billed at an hourly rate of $_____ per hour, subject to prior written approval by the Client.

## 3. Term & Termination

This Agreement shall commence on _____, 20_____, and shall continue on a month-to-month basis until terminated.

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

## 4. Client Responsibilities

The Client agrees to provide all necessary financial records, bank statements, receipts, and other relevant documentation to the Provider by the _____ day of each month. The Provider is not responsible for delays caused by the Client's failure to provide required information in a timely manner.

## 5. Confidentiality

The Provider shall maintain the strictest confidentiality regarding all financial records, proprietary information, and

business operations of the Client, and shall not disclose any such information to third parties without the Client's prior written consent, except as required by law.

## 6. Limitation of Liability

The Provider will perform services in accordance with professional standards. The Provider's total liability under this Agreement shall be limited to the total amount of retainer fees paid by the Client to the Provider during the _____ months immediately preceding the event giving rise to liability.

## 7. Governing Law

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

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

| **CLIENT:** | **PROVIDER:** |
| --- | --- |
| _____ | _____ |
| Authorized Signature | Authorized Signature |
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |