

# ACCOUNTING AND BOOKKEEPING SERVICES AGREEMENT

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Provider:**

\_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

And

**Client:**

\_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

## 1. SCOPE OF SERVICES

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The Provider agrees to perform the following professional accounting and bookkeeping services for the Client:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. FEES AND PAYMENT TERMS

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For the services rendered, the Client agrees to compensate the Provider as follows:

- a. Rate: The Client shall pay \_\_\_\_\_ per \_\_\_\_\_.
- b. Invoicing: Invoices will be submitted on a \_\_\_\_\_ basis.
- c. Payment Due Date: All invoices shall be paid within \_\_\_\_\_ days of the invoice date.

## 3. TERM AND TERMINATION

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This Agreement shall commence on \_\_\_\_\_ and shall continue \_\_\_\_\_.

Either party may terminate this Agreement by providing \_\_\_\_\_ days written notice to the other party.

## 4. CONFIDENTIALITY

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The Provider agrees to hold all financial, business, and personal information of the Client in the strictest confidence. The Provider shall not disclose any such confidential information to third parties without the prior written consent of the Client, except as required by law.

## 5. CLIENT RESPONSIBILITIES

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The Client agrees to provide the Provider with all necessary financial documents, receipts, bank statements, and information required to perform the services in a timely manner. The Provider is not responsible for errors resulting from inaccurate or incomplete information provided by the Client.

## 6. LIMITATION OF LIABILITY

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The Provider's liability for any claims, losses, damages, or expenses arising out of this Agreement shall be limited to the total amount of fees paid by the Client to the Provider under this Agreement during the \_\_\_\_\_ months preceding the event giving rise to liability.

## 7. GOVERNING LAW

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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.

### PROVIDER:

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### CLIENT:

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_