

# MONTHLY BOOKKEEPING AND ACCOUNTING SERVICE AGREEMENT

Agreement for Outsourced Accounting Services

This Monthly Bookkeeping and Accounting Service Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_, by and between:

**PROVIDER:**

**Company/Name:**

**Address:**

**Contact Person:**

**Email:**

**CLIENT:**

**Company/Name:**

**Address:**

**Contact Person:**

**Email:**

The Provider and the Client may collectively be referred to as the "Parties" or individually as a "Party."

## 1. Scope of Services

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

1. Recording and classifying monthly financial transactions.
2. Bank and credit card account reconciliations (up to \_\_\_\_\_ accounts).
3. Preparation of monthly financial statements, including Balance Sheet, Income Statement (Profit & Loss), and Statement of Cash Flows.
4. Accounts Receivable management, billing, and tracking (if selected).
5. Accounts Payable processing and vendor payment tracking (if selected).
6. Other \_\_\_\_\_ services \_\_\_\_\_ as \_\_\_\_\_ mutually \_\_\_\_\_ agreed \_\_\_\_\_ upon:

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## 2. Client Responsibilities

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The Client shall provide all necessary financial records, statements, receipts, invoices, and access to accounting software or banking portals required for the performance of the services by no later than the \_\_\_\_\_ day of the following month. The Provider is not responsible for errors, omissions, or delays caused by the Client's failure to provide accurate or timely information.

### 3. Fees and Payment Terms

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1. **Monthly Fee:** The Client agrees to pay the Provider a monthly recurring fee of \_\_\_\_\_ for the services outlined in this Agreement.
2. **Invoicing:** The Provider will invoice the Client on the \_\_\_\_\_ day of each month for the current month's services.
3. **Payment Terms:** Invoices are due upon receipt or within \_\_\_\_\_ days of the invoice date. Late payments may be subject to a late fee of \_\_\_\_\_ or interest at a rate of \_\_\_\_\_ % per month.

### 4. Term and Termination

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1. **Term:** This Agreement shall commence on \_\_\_\_\_ and shall continue on a month-to-month basis until terminated by either Party.
2. **Termination:** Either Party may terminate this Agreement at any time, with or without cause, by providing \_\_\_\_\_ days written notice to the other Party.

### 5. Confidentiality and Data Security

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The Provider agrees to keep all financial information, data, and business operations of the Client strictly confidential and shall not disclose any such information to third parties without the prior written consent of the Client, except as required by law. The Provider will implement reasonable technical and organizational measures to secure the Client's financial data.

### 6. Limitation of Liability

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The Provider shall perform the services in accordance with professional standards. The Provider's liability under this Agreement for any damages, losses, or claims shall be limited to the total amount of monthly fees paid by the Client to the Provider during the \_\_\_\_\_ month(s) immediately preceding the event giving rise to the claim.

### 7. Governing Law

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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 Monthly Bookkeeping and Accounting Service Agreement as of the date first written above.

**PROVIDER:**

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Authorized Signature

**Print Name:**

**Title:**

**Date:**

**CLIENT:**

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Authorized Signature

**Print Name:**

**Title:**

**Date:**