

MONTHLY BOOKKEEPING SERVICES AGREEMENT

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

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

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

1. ENGAGEMENT OF SERVICES

The Client hereby engages the Service Provider to perform professional bookkeeping services on a monthly basis, and the Service Provider agrees to perform such services under the terms and conditions set forth in this Agreement.

2. SCOPE OF SERVICES

The Service Provider shall perform the following monthly bookkeeping services:

- Recording and classifying monthly financial transactions.
- Reconciliation of bank accounts, credit cards, and loan accounts (up to _____ accounts).
- Preparation of monthly financial statements, including Balance Sheet and Income Statement.
- Accounts Receivable tracking and reporting, if requested.
- Accounts Payable tracking and reporting, if requested.
- Other services as mutually agreed: _____

3. CLIENT RESPONSIBILITIES

To enable the Service Provider to perform the required duties, the Client agrees to:

- a. Provide all necessary financial records, receipts, invoices, bank statements, and access to accounting software no later than the _____ day of each following month.
- b. Ensure the accuracy and completeness of all information provided.
- c. Respond in a timely manner to queries and requests for clarification regarding transactions.

4. COMPENSATION AND FEES

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

- a. **Monthly Fee:** A flat monthly fee of \$ _____, payable in advance on the _____ day of each month.
- b. **Hourly Rate:** For work requested outside the scope of this Agreement, the hourly rate shall be \$ _____ per hour.
- c. **Payment Terms:** Invoices shall be paid via _____. Late payments outstanding past _____ days of the invoice date shall accrue a late fee of _____%.

5. TERM AND TERMINATION

This Agreement shall commence on _____, 20____, and shall continue on a month-to-month basis. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party.

6. CONFIDENTIALITY

The Service Provider agrees to maintain the absolute confidentiality of all financial, proprietary, and personal information of the Client. No information obtained in the course of performing these services shall be disclosed to any third party without the express written consent of the Client, except as required by law.

7. LIMITATION OF LIABILITY

The Service Provider will perform all services in accordance with professional standards. The Service Provider is not responsible for errors resulting from inaccurate, incomplete, or withheld information provided by the Client. The maximum liability of the Service Provider under this Agreement shall not exceed the total fees paid by the Client to the Service Provider in the three (3) months preceding the claim.

8. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of laws principles.

9. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the subject matter herein. Any amendments to this Agreement must be made in writing and signed by both parties.

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

CLIENT:

SERVICE PROVIDER:

Authorized Signature

Authorized Signature

Printed Name / Title

Printed Name / Title

Date

Date