

VIRTUAL BACK OFFICE ACCOUNTING SERVICES AGREEMENT

This Virtual Back Office Accounting Services Agreement (the "Agreement") is entered into and made effective as of _____, by and between:

Service Provider:

Name/Company: _____

Address: _____

Contact Email: _____

Client:

Name/Company: _____

Address: _____

Contact Email: _____

WHEREAS, Client desires to retain Service Provider to perform professional virtual back-office accounting and bookkeeping services, and Service Provider agrees to perform such services under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. SCOPE OF SERVICES

Service Provider shall perform the virtual back-office accounting services described below:

- _____
- _____
- _____
- _____

2. FEES AND COMPENSATION

- A. **Service Fee:** Client agrees to pay Service Provider a fee of \$_____ per _____ for the services rendered.
- B. **Invoicing:** Service Provider shall invoice Client on a _____ basis. Payment is due within _____ days of the invoice date.
- C. **Late Payments:** Overdue payments shall be subject to a late fee of _____% per month on the outstanding balance.

3. TERM AND TERMINATION

- A. **Term:** This Agreement shall commence on _____ and shall continue _____ unless terminated earlier in accordance with this Section.
- B. **Termination for Convenience:** Either party may terminate this Agreement at any time by providing _____ days' prior written notice to the other party.
- C. **Termination for Cause:** Either party may terminate this Agreement immediately upon written notice if the other party breaches any material term of this Agreement and fails to cure such breach within _____ days of receiving written notice of the breach.

4. CLIENT RESPONSIBILITIES AND ACCESS

Client agrees to timely provide Service Provider with access to all financial records, bank statements, receipts, online portals, and other documentation necessary for the performance of the services. Service Provider is not responsible for errors, omissions, or

delays resulting from Client's failure to provide accurate or timely information.

5. CONFIDENTIALITY AND DATA SECURITY

- A. **Confidential Information:** Both parties agree to keep confidential all non-public information obtained during the course of this Agreement, including financial data, business plans, and client information.
- B. **Security:** Service Provider shall implement and maintain commercially reasonable security measures to protect Client's financial data stored or transmitted electronically.

6. INDEPENDENT CONTRACTOR STATUS

Service Provider is an independent contractor. Nothing in this Agreement shall construct a partnership, joint venture, agency, or employer-employee relationship between the parties.

7. LIMITATION OF LIABILITY

To the maximum extent permitted by law, Service Provider's total liability for any claims, losses, damages, or expenses arising under this Agreement shall not exceed the total fees paid by Client to Service Provider during the _____ months immediately preceding the event giving rise to the liability.

8. GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement shall be governed by, and construed in accordance with, the laws of the State/Country of _____. Any disputes arising out of or in connection with this Agreement shall be resolved through amicable negotiation, or if necessary, in the courts of _____.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior agreements, understandings, or representations, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Virtual Back Office Accounting Services Agreement as of the date first written above.

SERVICE PROVIDER:

CLIENT:

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE