

# RECURRING BOOKKEEPING AND ACCOUNTING RETAINER AGREEMENT

This Recurring Bookkeeping and Accounting Retainer Agreement (the "Agreement") is entered into as of \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_ (the "Effective Date"), by and between:

**Provider:** \_\_\_\_\_, with a principal place of business at \_\_\_\_\_ (hereinafter referred to as the "Service Provider"), and

**Client:** \_\_\_\_\_, with a principal place of business or residence at \_\_\_\_\_ (hereinafter referred to as the "Client").

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

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

## 1. SCOPE OF SERVICES

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The Service Provider shall perform the following recurring professional services for the Client:

1. Reconciliation of \_\_\_\_\_ bank and credit card accounts on a monthly basis.
2. Preparation and delivery of monthly financial statements, including Balance Sheet and Income Statement, by the \_\_\_\_\_ day of the following month.
3. Accounts Payable processing and management up to \_\_\_\_\_ invoices per month.
4. Accounts Receivable tracking, invoicing, and recording up to \_\_\_\_\_ transactions per month.
5. Ongoing maintenance of the Client's general ledger and accounting system.
6. Additional services, if any: \_\_\_\_\_

## 2. RETAINER FEE AND PAYMENT TERMS

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1. **Monthly Retainer:** The Client agrees to pay the Service Provider a recurring monthly retainer fee of \$ \_\_\_\_\_ for the Scope of Services detailed in Section 1.
2. **Payment Due Date:** The retainer fee is due and payable in advance on the \_\_\_\_\_ day of each calendar month.
3. **Overage Fees:** If the transaction volume or service requirements exceed the parameters defined in Section 1, the excess hours or services will be billed at an hourly rate of \$ \_\_\_\_\_ per hour, subject to prior written approval from the Client.
4. **Payment Method:** Payments shall be made via \_\_\_\_\_.

## 3. TERM AND TERMINATION

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1. **Term:** This Agreement shall commence on the Effective Date and shall continue on a month-to-month basis until terminated by either party.
2. **Termination Notice:** Either party may terminate this Agreement at any time, with or without cause, by providing \_\_\_\_\_ days written notice to the other party.
3. **Final Settlement:** Upon termination, the Service Provider shall deliver all completed work products to the Client. The Client shall pay for all services rendered up to the effective date of termination.

## 4. CLIENT RESPONSIBILITIES AND ACCESS

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To facilitate the timely performance of services, the Client agrees to:

1. Provide the Service Provider with timely access to all necessary financial institutions, software, portals, invoices, receipts, and other financial records.
2. Respond within \_\_\_\_\_ business days to queries raised by the Service Provider regarding unidentified transactions or documentation.
3. Ensure the accuracy and completeness of all information provided to the Service Provider.

## 5. CONFIDENTIALITY AND DATA SECURITY

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The Service Provider shall maintain the strictest confidentiality regarding all Client financial data, business operations, and proprietary information. The Service Provider shall not disclose, share, or use any confidential information for any purpose other than the performance of services under this Agreement, unless required by law.

## 6. LIMITATION OF LIABILITY

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

## 7. GOVERNING LAW AND DISPUTE RESOLUTION

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This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of \_\_\_\_\_. Any disputes arising under this Agreement shall be resolved through amicable negotiation, or if necessary, in the courts of \_\_\_\_\_ County.

## 8. ENTIRE AGREEMENT

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This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations, whether written or oral. Any modifications to this Agreement must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Recurring Bookkeeping and Accounting Retainer Agreement as of the Effective Date written above.

**CLIENT:**

**SERVICE PROVIDER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Date

\_\_\_\_\_  
Date