

BOOKKEEPING RETAINER SERVICES AGREEMENT

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

Bookkeeper:

Address: _____
Email: _____

And

Client:

Address: _____
Email: _____

1. ENGAGEMENT OF SERVICES

The Client hereby engages the Bookkeeper to perform ongoing, continuous bookkeeping services as detailed herein, and the Bookkeeper agrees to perform such services under the terms and conditions set forth in this Agreement.

2. SCOPE OF ONGOING SERVICES

The Bookkeeper shall perform the following continuous services for the Client:

1. Reconciliation of bank accounts, credit cards, and merchant accounts.
2. Classification and categorization of all business receipts, expenses, and revenues.
3. Accounts receivable management, including invoicing and tracking outstanding payments.
4. Accounts payable management, including bill entry and payment scheduling.
5. Preparation and delivery of monthly financial statements, including Balance Sheet, Profit & Loss, and Statement of Cash Flows.
6. Continuous consultation and support via email and scheduled calls during regular business hours.

3. RETAINER FEE AND PAYMENT TERMS

In consideration for the ongoing services described in Section 2, the Client shall pay the Bookkeeper a recurring monthly retainer fee of \$ _____.

1. The monthly retainer fee is due in advance, on or before the _____ day of each calendar month.
2. Payment shall be made via _____.
3. Any work requested outside the scope of Section 2 shall be billed at an additional hourly rate of \$ _____ per hour, subject to prior written approval by the Client.

4. TERM AND TERMINATION

This Agreement shall commence on the effective date written above and shall continue on a month-to-month basis until terminated by either party.

Either party may terminate this Agreement at any time by providing at least _____ days' prior written notice to the other party. Upon termination, the Bookkeeper shall complete all services scheduled up to the termination date, and the Client shall pay all outstanding fees owed to the Bookkeeper.

5. CLIENT RESPONSIBILITIES AND ACCESS

The Client agrees to provide the Bookkeeper with timely, accurate, and complete financial data, bank statements, receipts, and invoices necessary to perform the services. The Client shall grant the Bookkeeper secure read-only access to necessary bank accounts, accounting software portals, and integration services.

6. CONFIDENTIALITY AND DATA SECURITY

The Bookkeeper agrees to keep all financial information, business practices, and proprietary data of the Client strictly confidential and shall not disclose any such information to third parties without the Client's prior written consent, except as required by law.

7. LIMITATION OF LIABILITY

The Bookkeeper shall perform services in accordance with professional bookkeeping standards. The Bookkeeper is not responsible for any financial losses, penalties, interest, or audits resulting from inaccurate or incomplete information provided by the Client.

8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of _____.

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

BOOKKEEPER:

CLIENT:

Signature

Signature

Print Name

Print Name

Date

Date