

ACCOUNTING SERVICES AGREEMENT

This Agreement is made and entered into this _____ day of _____, 20_____, by and between:

Provider:

_____ ("Accountant"), with a principal place of business at _____.

Client:

_____ ("Client"), with a principal place of business or residence at _____.

1. SCOPE OF SERVICES

The Accountant agrees to provide the following professional accounting services to the Client:

2. FEES AND PAYMENT TERMS

The Client agrees to compensate the Accountant for services rendered under the following terms:

1. **Billing Rate:** Services shall be billed at a rate of \$ _____ per _____, or as a flat fee of \$ _____ per _____.
2. **Retainer:** A retainer of \$ _____ is required upon execution of this Agreement, to be applied against future billings.
3. **Invoicing:** Invoices will be issued _____ and are due within _____ days of the invoice date.

3. TERM AND TERMINATION

This Agreement shall commence on _____, 20_____, and shall continue until _____, 20_____, or until terminated by either party. Either party may terminate this Agreement by providing _____ days written notice to the other party.

4. CLIENT RESPONSIBILITIES

The Client agrees to provide all necessary financial records, documentation, and information required for the performance of the Accountant's duties in a timely manner. The Accountant shall not be responsible for any delays, errors, or omissions resulting from the Client's failure to provide accurate and complete information.

5. CONFIDENTIALITY

The Accountant agrees to maintain the absolute confidentiality of all financial information, records, and personal data of the Client. No proprietary information shall be disclosed to any third party without the express written consent of the Client, except as required by law.

6. LIMITATION OF LIABILITY

The Accountant's liability for any claims, damages, or losses arising out of the performance of services under this Agreement shall be limited to the total fees paid by the Client to the Accountant under this Agreement during the preceding _____ months.

7. GOVERNING LAW

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

Accountant:

Authorized Signature

Print Name: _____

Title: _____

Date: _____

Client:

Authorized Signature

Print Name: _____

Title: _____

Date: _____