

PROFESSIONAL BOOKKEEPING SERVICES MONTHLY RETAINER AGREEMENT

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

Bookkeeper: _____

Address: _____

And

Client: _____

Address: _____

1. ENGAGEMENT OF SERVICES

The Client hereby engages the Bookkeeper to perform ongoing, monthly bookkeeping and related financial services as outlined in this Agreement, and the Bookkeeper agrees to perform these services in a professional and timely manner.

2. SCOPE OF SERVICES

The Bookkeeper shall perform the following monthly services on behalf of the Client:

- Reconciliation of _____ bank and credit card accounts.
- Categorization of monthly financial transactions.
- Preparation of monthly financial statements, including Balance Sheet and Profit & Loss.
- Accounts Receivable and Accounts Payable processing as agreed.

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3. RETAINER FEE AND PAYMENT TERMS

For the services outlined in Section 2, the Client shall pay the Bookkeeper a monthly retainer fee of \$ _____.

- The monthly retainer is due on the _____ day of each calendar month.
- Payments shall be made via _____.
- Any work outside the Scope of Services detailed in Section 2 will be billed at an additional hourly rate of \$ _____ per hour, subject to prior written approval from the Client.

4. CLIENT RESPONSIBILITIES

The Client agrees to provide the Bookkeeper with timely, accurate, and complete access to all financial records, statements, receipts, invoices, and other source documents necessary to perform the services. Delays in providing documentation may result in delays in service delivery.

5. TERM AND TERMINATION

This Agreement shall begin on the effective date written above and shall continue on a month-to-month basis.

Either party may terminate this Agreement at any time by providing _____ days' written notice to the other party. Upon termination, the Client shall pay for all services rendered up to the effective date of termination.

6. CONFIDENTIALITY

The Bookkeeper agrees to maintain the strict confidentiality of all financial, personal, and business information of the Client and shall not disclose such information to any third party without the Client's prior written consent, except as required by law.

7. GOVERNING LAW

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

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

BOOKKEEPER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Date: _____

Date: _____