

VIRTUAL ACCOUNTING AND BOOKKEEPING SERVICE AGREEMENT

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

Service Provider:

Company/Individual Name: _____

Address: _____

Email: _____ Phone: _____

And

Client:

Company/Individual Name: _____

Address: _____

Email: _____ Phone: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform virtual bookkeeping and accounting services for the Client. The specific services to be provided include, but are not limited to, the following checked items:

- Bank and Credit Card Reconciliations
- Accounts Receivable Management (Invoicing & Collections)
- Accounts Payable Management (Bill Payment Processing)
- Payroll Administration and Reconciliation
- Financial Statement Preparation (Balance Sheet, Profit & Loss)
- Sales Tax Calculation and Filing
- General Ledger Maintenance
- Year-End Clean Up and Tax Preparation Support

2. FEES AND PAYMENT TERMS

A. **Service Fee:** The Client agrees to pay the Service Provider according to the following rate structure:

- Flat Monthly Retainer of \$ _____ per month.
- Hourly Rate of \$ _____ per hour, billed in increments of _____ minutes.
- Flat Project-Based Fee of \$ _____.

B. **Invoicing:** Invoices will be issued on the _____ day of each month. Payment is due within _____ days of the invoice date.

C. **Late Payment:** Payments not received by the due date will be subject to a late fee of _____ % per month on the outstanding balance.

3. CLIENT RESPONSIBILITIES & SYSTEM ACCESS

A. **Access:** The Client shall provide the Service Provider with necessary virtual access to cloud-based accounting platforms (e.g., QuickBooks Online, Xero), bank feeds, point-of-sale systems, and any other platforms required to perform the agreed-upon services.

B. **Timeliness of Information:** The Client agrees to provide all receipts, bank statements, invoices, and necessary documentation by the _____ day of each month to ensure timely processing.

4. TERM AND TERMINATION

This Agreement shall commence on _____ and will continue on a month-to-month basis until terminated. Either party may terminate this Agreement at any time by providing _____ days written notice to the other party.

5. CONFIDENTIALITY AND DATA SECURITY

The Service Provider agrees to maintain the absolute confidentiality of all financial records, proprietary business information, and personal data of the Client. The Service Provider shall employ secure virtual environments, passwords, and data encryption methods to prevent unauthorized access to the Client's financial systems.

6. LIMITATION OF LIABILITY

The Service Provider will perform all services in accordance with professional accounting standards. The Client remains solely responsible for the accuracy and completeness of the data and information provided. The Service Provider is not liable for any tax audits, penalties, or financial losses resulting from inaccurate or withheld information by the Client.

7. GOVERNING LAW

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

IN WITNESS WHEREOF, the parties hereto have executed this Virtual Accounting and Bookkeeping Service Agreement as of the date first written above.

SERVICE PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____