

BOOKKEEPING AND ACCOUNTING SERVICES AGREEMENT

This Agreement is made and entered into as of _____, 20____, by and between:

Provider: _____

With a principal place of business at: _____

And

Client: _____

With a principal place of business at: _____

1. Engagement and Scope of Services

The Client hereby engages the Provider to perform bookkeeping and accounting services as specified below:

- _____
- _____
- _____
- _____

2. Fees and Compensation

The Client agrees to pay the Provider for services rendered under the following payment structure:

Rate: _____ per _____

Invoices shall be submitted by the Provider on a _____ basis, and payment shall be due within _____ days of the invoice date.

3. Term and Termination

This Agreement shall commence on _____, 20____, and shall continue:

____ Until terminated by either party with _____ days written notice.

____ Until _____, 20____.

4. Confidentiality

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

5. Governing Law

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

6. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior written or oral agreements.

CLIENT:

Signature

Print Name / Title

Date

PROVIDER:

Signature

Print Name / Title

Date