

OUTSOURCED ACCOUNTING SERVICES AGREEMENT

This Outsourced Accounting Services Agreement is entered into and made effective as of _____, by and between:

Service Provider:

Client:

Hereinafter individually referred to as "Party" and collectively as the "Parties."

1. Scope of Services

The Service Provider agrees to perform the following accounting and financial services for the Client:

- a. Bookkeeping and general ledger maintenance.
- b. Accounts payable and accounts receivable processing.
- c. Bank and credit card reconciliations.
- d. Preparation of monthly, quarterly, and annual financial statements.
- e. Payroll processing and payroll tax filing assistance.
- f. Other services as mutually agreed upon in writing:

2. Term and Termination

This Agreement shall commence on _____ and shall continue:

____ On a month-to-month basis, terminable by either Party upon _____ days written notice.

____ Until _____, unless terminated earlier in accordance with the provisions of this Agreement.

3. Fees and Payment Terms

In consideration for the services provided, the Client agrees to pay the Service Provider as follows:

- a. **Rate:** A flat monthly fee of _____ or an hourly rate of _____ per hour.
- b. **Invoicing:** Invoices will be issued on the _____ day of each month.
- c. **Payment Due Date:** Payments are due within _____ days from the date of the invoice.
- d. **Late Fees:** Outstanding balances not paid by the due date shall accrue interest at a rate of _____ % per month.

4. Client Responsibilities and Access

The Client agrees to provide the Service Provider with timely, accurate, and complete financial information, documentation, and access to necessary bank portals, software platforms, and records required to perform the Services. The Service Provider is not responsible for errors, delays, or omissions resulting from the Client's failure to provide such information.

5. Confidentiality

The Service Provider shall maintain strict confidentiality with respect to all financial records, proprietary information, and personal data of the Client. No information obtained through the performance of services under this Agreement shall be disclosed to any third party without the prior written consent of the Client, except as required by law.

6. Limitation of Liability

The Service Provider shall perform all services in accordance with professional standards. The Service Provider's total liability for any claims, losses, damages, or expenses arising under this Agreement shall be limited to the total amount of fees paid by the Client to the Service Provider during the _____ months immediately preceding the event giving rise to the claim.

7. Governing Law and Jurisdiction

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of law principles.

8. Entire Agreement

This document constitutes the entire agreement between the Parties and supersedes any prior understandings or written or oral agreements respecting the subject matter herein. Amendments to this Agreement must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Outsourced Accounting Services Agreement as of the date first written above.

FOR THE SERVICE PROVIDER:

FOR THE CLIENT:

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE