

FREELANCE BOOKKEEPING SERVICE CONTRACT

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

Client: _____

Address: _____

Contact Email: _____

Service Provider: _____

Address: _____

Contact Email: _____

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

1. SCOPE OF SERVICES

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

1. _____
2. _____
3. _____
4. _____

2. TERM & TERMINATION

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

(Select one)

_____ Until terminated by either Party giving _____ days written notice.

_____ Until the completion of the specific project ending on _____, 20_____.

3. COMPENSATION & PAYMENT TERMS

The Client agrees to compensate the Service Provider as follows:

- Rate: _____ per _____ (hour / month / project).
- Invoices shall be submitted by the Service Provider on a _____ basis.
- Payment shall be due within _____ days from the date of invoice.
- Late payments shall be subject to a fee of _____ % per month.

4. CLIENT ACCESS & INFORMATION

The Client agrees to provide the Service Provider with timely access to all necessary financial records, bank statements, receipts, and invoices required to complete the services. The Service Provider shall not be held liable for errors resulting from inaccurate, incomplete, or late financial documentation provided by the Client.

5. CONFIDENTIALITY & DATA SECURITY

The Service Provider agrees to maintain the absolute confidentiality of all financial records, proprietary data, and business operations of the Client. No information shall be disclosed to any third party without express written consent from the Client, unless required by law.

6. INDEPENDENT CONTRACTOR RELATIONSHIP

The Service Provider acts as an independent contractor. Nothing in this Agreement shall create an employer-employee relationship, partnership, or joint venture between the Parties.

7. GOVERNING LAW

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

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

CLIENT

SERVICE PROVIDER

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____