

ACCOUNTING AND BOOKKEEPING SERVICES AGREEMENT

This Accounting and Bookkeeping Services Agreement (the "Agreement") is entered into as of this _____ day of _____, 20____ (the "Effective Date"), by and between:

Client:

Name: _____
Address: _____
Represented by: _____

And

Provider:

Name: _____
Address: _____
Represented by: _____

Collectively referred to herein as the "Parties" or individually as a "Party."

1. SCOPE OF SERVICES

The Provider agrees to perform the following accounting and bookkeeping services (the "Services"):

- a) Maintenance of general ledger and financial records.
- b) Bank and credit card reconciliations on a _____ basis.
- c) Preparation of monthly financial statements, including Balance Sheet and Income Statement.
- d) Accounts payable and accounts receivable management.
- e) _____
- f) _____

2. FEES AND PAYMENT TERMS

As consideration for the Services rendered, the Client agrees to pay the Provider as follows:

- a) **Service Fee:** _____ per _____.
- b) **Payment Due Date:** Payments shall be due within _____ days from the invoice date.
- c) **Late Payment:** Any unpaid balances after the due date shall accrue interest at a rate of _____ % per month.

3. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and shall continue:

- On a month-to-month basis, terminable by either Party upon _____ days' written notice.
- Until _____, 20____, unless terminated earlier in accordance with this Agreement.

Either Party may terminate this Agreement immediately upon written notice if the other Party breaches any material term of this Agreement and fails to cure such breach within _____ days of receipt of written notice thereof.

4. CLIENT OBLIGATIONS AND COOPERATION

The Client shall timely provide the Provider with all necessary financial records, receipts, invoices, bank statements, and other information required to perform the Services. The Provider shall not be responsible for any delays, errors, or omissions resulting from

the Client's failure to provide accurate or timely information.

5. CONFIDENTIALITY

The Provider agrees to keep all financial and business 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.

6. LIMITATION OF LIABILITY

The Provider shall perform the Services in accordance with professional standards. The Provider's total liability under this Agreement for any cause of action, whether in contract, tort, or otherwise, shall be limited to the total amount of fees paid by the Client to the Provider under this Agreement during the _____ months preceding the event giving rise to liability.

7. GOVERNING LAW

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

8. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties regarding the subject matter hereof and supersedes all prior agreements, understandings, or negotiations, whether written or oral.

CLIENT:

PROVIDER:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____