MONTHLY ACCOUNTING RETAINER SERVICE AGREEMENT

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

Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Accountant"),

and

Client: _____, with a principal place of business at _____ (hereinafter referred to as the "Client").

1. ENGAGEMENT AND SCOPE OF SERVICES

The Client hereby engages the Accountant to perform professional accounting and bookkeeping services on a monthly retainer basis. The scope of monthly services shall include the following:

1. Reconciliation of _____ bank and credit card accounts.
2. Preparation of monthly financial statements, including Balance Sheet and Income Statement, to be delivered by the _____ day of the following month.
3. Accounts receivable and accounts payable maintenance, as detailed below:

   _____
4. Monthly payroll processing and filing of related payroll tax returns for up to _____ employees.
5. Regular consultations, not to exceed _____ hours per month.

2. RETAINER FEE AND PAYMENT TERMS

In consideration for the services outlined in Section 1, the Client agrees to pay the Accountant a monthly retainer fee of $ _____.

1. The monthly retainer fee is due and payable in advance on the _____ day of each calendar month.
2. Any work requested by the Client that falls outside the defined scope of services in Section 1 will be billed at an hourly rate of $_____ per hour.
3. Late payments shall be subject to a late fee of _____% per month on any outstanding balance.

3. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue on a month-to-month basis.

1. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days' written notice to the other party.
2. Upon termination, the Accountant shall deliver to the Client all completed work and Client records, and the Client shall pay for all services rendered up to the effective date of termination.

4. CLIENT RESPONSIBILITIES

The Client agrees to provide the Accountant with all necessary financial records, bank statements, receipts, and invoices in a timely manner. The Accountant shall not be responsible for any delays, errors, or omissions resulting from the Client's failure to provide accurate and complete information by the _____ day of each month.

5. CONFIDENTIALITY

The Accountant acknowledges that they will have access to confidential financial information of the Client. The Accountant agrees to maintain the absolute confidentiality of all such information and shall not disclose it to any third party without the express written consent of the Client, except as required by law.

6. LIMITATION OF LIABILITY

The Accountant shall perform all services in accordance with professional accounting standards. The Accountant's liability for any claim, loss, or damage arising out of this Agreement shall be limited to the total amount of monthly retainer fees paid by the Client to the Accountant under this Agreement during the _____ month period preceding the event giving rise to the claim.

7. GOVERNING LAW

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

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

CLIENT	**ACCOUNTANT**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date