# MONTHLY ACCOUNTING RETAINER AGREEMENT

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

**Accounting Service Provider:**
Company/Individual Name: _____
Address: _____
Contact Email: _____
(hereinafter referred to as the "Provider")

**Client:**
Company/Individual Name: _____
Address: _____
Contact Email: _____
(hereinafter referred to as the "Client")

The Provider and the Client may collectively be referred to as the "Parties" or individually as a "Party."

## 1. ENGAGEMENT AND SCOPE OF SERVICES

The Client hereby retains the Provider to perform ongoing monthly accounting and bookkeeping services. The scope of services to be provided each month includes the following:

- _____
- _____
- _____
- _____
- _____

## 2. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue on a month-to-month basis. Either Party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other Party.

## 3. FEES AND RETAINER

In consideration for the services rendered under this Agreement, the Client agrees to pay the Provider as follows:

a. **Monthly Retainer Fee:** A fixed monthly fee of $_____ shall be paid by the Client to the Provider.

b. **Payment Schedule:** The monthly retainer is due in advance on the _____ day of each calendar month.

c. **Additional Services:** Any services requested by the Client that fall outside the scope of Section 1 of this Agreement will be billed at an hourly rate of $_____ per hour, subject to prior written approval by the Client.

## 4. CLIENT RESPONSIBILITIES

The Client agrees to provide all necessary financial records, bank statements, invoices, receipts, and other relevant documents to the Provider in a timely manner, no later than the _____ day of each month. The Provider is not responsible for errors or delays resulting from the Client's failure to provide complete and accurate 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 all services in accordance with professional standards. The Provider's maximum liability for any claims, losses, or damages arising out of this Agreement shall be limited to the total fees paid by the Client to the Provider during the _____ months immediately preceding the event giving rise to the liability.

**7. GOVERNING LAW**

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

**8. ENTIRE AGREEMENT**

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

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

**PROVIDER:**

_____

(Signature)

Name: _____

Title: _____

Date:

_____

**CLIENT:**

_____

(Signature)

Name: _____

Title: _____

Date:

_____