

BOOKKEEPING SERVICES AGREEMENT

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

Client: _____

Address: _____

Contact: _____

AND

Bookkeeper: _____

Address: _____

Contact: _____

1. ENGAGEMENT AND SERVICES

The Client hereby engages the Bookkeeper to perform professional bookkeeping services. The scope of services shall include, but is not limited to, the following:

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

2. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue _____ unless terminated by either party giving _____ days' written notice to the other party.

3. COMPENSATION AND PAYMENT

In consideration for the services rendered, the Client agrees to pay the Bookkeeper as follows:

- Rate: _____ per _____
- Invoices shall be submitted _____ and are payable within _____ days of receipt.

4. CONFIDENTIALITY

The Bookkeeper agrees to keep all financial, business, and personal information of the Client strictly confidential and secure. This obligation shall survive the termination of this Agreement.

5. ACCESS TO INFORMATION

The Client agrees to provide the Bookkeeper with all necessary financial documents, bank statements, receipts, and access to accounting software in a timely manner to facilitate the performance of services.

6. RELATIONSHIP OF PARTIES

The parties agree that the Bookkeeper is performing services as an independent contractor and not as an employee, partner, or joint venture of the Client.

7. GOVERNING LAW

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

Client:

Authorized Signature

Print Name:

Date:

Bookkeeper:

Authorized Signature

Print Name:

Date:
