

STANDARD RETAINER AGREEMENT FOR ONGOING BOOKKEEPING SERVICES

This Retainer Agreement (the "Agreement") is entered into and made effective as of _____, 20____, by and between:

Bookkeeper: _____, with a principal place of business at _____ ("Bookkeeper"), and

Client: _____, with a principal place of business at _____ ("Client").

1. ENGAGEMENT OF SERVICES

Client hereby engages Bookkeeper to perform ongoing professional bookkeeping and related financial services, and Bookkeeper agrees to perform such services under the terms and conditions set forth in this Agreement.

2. SCOPE OF SERVICES

Bookkeeper shall provide the following ongoing services to Client:

- Maintaining and updating general ledgers, accounts payable, and accounts receivable.
- Performing monthly bank, credit card, and merchant account reconciliations.
- Preparing monthly, quarterly, and year-end financial statements, including Balance Sheets and Income Statements.
- Coordinating with Client's Certified Public Accountant (CPA) for annual tax preparation.
- Other services as mutually agreed upon in writing by both parties.

3. RETAINER AND COMPENSATION

In consideration for the ongoing services provided, Client agrees to pay Bookkeeper according to the following terms:

- Monthly Retainer:** Client shall pay a recurring monthly retainer fee of \$ _____. This fee is due and payable in advance on the _____ day of each calendar month.
- Out-of-Scope Work:** Any services requested by Client that fall outside the standard scope of services outlined in Section 2 shall be billed at an hourly rate of \$ _____ per hour, subject to prior written approval from Client.
- Payment Method:** Payments shall be made via _____.

4. CLIENT RESPONSIBILITIES

To enable Bookkeeper to perform the services effectively, Client agrees to:

- Provide timely access to all necessary financial records, bank statements, receipts, invoices, and software portals.
- Respond to inquiries from Bookkeeper regarding transactions within _____ business days.
- Ensure that all financial transactions submitted to Bookkeeper are accurate and complete.

5. TERM AND TERMINATION

This Agreement shall commence on _____, 20____, and shall continue on a month-to-month basis until terminated. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party. Upon termination, Client shall pay Bookkeeper for all services rendered and out-of-pocket expenses incurred up to

the effective date of termination.

6. CONFIDENTIALITY

Bookkeeper acknowledges that during the performance of this Agreement, Bookkeeper will have access to confidential financial and proprietary business information of Client. Bookkeeper agrees to maintain the strict confidentiality of all such information and shall not disclose it to any third party without the prior written consent of Client, except as required by law.

7. LIMITATION OF LIABILITY

Bookkeeper will perform services in accordance with professional standards. Bookkeeper is not responsible for detecting fraud, system errors, or misrepresentations made by Client's management or staff. In no event shall Bookkeeper's liability under this Agreement exceed the total fees paid by Client to Bookkeeper during the _____-month period immediately preceding the event giving rise to liability.

8. GOVERNING LAW

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

9. ENTIRE AGREEMENT

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

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

BOOKKEEPER:

CLIENT:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date