

VIRTUAL BACK OFFICE BOOKKEEPING AND ACCOUNTING AGREEMENT

This Virtual Back Office Bookkeeping and Accounting Agreement (the "Agreement") is entered into and made effective as of _____, 20____, by and between:

Service Provider:

Company Name: _____

Address: _____

Email: _____

Client:

Company Name: _____

Address: _____

Email: _____

1. ENGAGEMENT AND SCOPE OF SERVICES

The Client hereby engages the Service Provider to perform virtual back office bookkeeping and accounting services as specified below:

Service Category	Description of Included Services
Bookkeeping	_____
Accounting & Reporting	_____
Tax & Compliance	_____
Additional Services	_____

2. FEES AND PAYMENT TERMS

In consideration for the services rendered, the Client shall pay the Service Provider according to the following schedule:

- **Base Service Fee:** \$_____ per _____
- **Hourly Billing Rate (if applicable):** \$_____ per hour
- **Invoicing Terms:** Invoices will be issued on the _____ of each month, with payment due within _____ days of the invoice date.

3. ACCESS AND CLIENT RESPONSIBILITIES

The Client shall provide the Service Provider with timely access to all necessary financial systems, bank accounts, credit card statements, invoices, receipts, and other source documents required to perform the services. The Service Provider is not responsible for delays caused by the Client's failure to provide accurate and timely information.

4. CONFIDENTIALITY AND DATA SECURITY

Both parties agree to keep all financial and business information confidential. The Service Provider shall implement commercially reasonable administrative, physical, and technical safeguards to protect the Client's data and financial information.

5. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue on a _____ basis. Either party may terminate this Agreement by providing _____ days written notice to the other party.

6. LIMITATION OF LIABILITY

The Service Provider shall perform all services in accordance with professional standards. The Service Provider's total liability under this Agreement for any reason shall be limited to the total amount of fees paid by the Client to the Service Provider during the _____ month(s) 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 _____.

IN WITNESS WHEREOF, the parties hereto have executed this Virtual Back Office Bookkeeping and Accounting Agreement as of the date first written above.

SERVICE PROVIDER:

Authorized Signature

Printed Name

Title

Date

CLIENT:

Authorized Signature

Printed Name

Title

Date