MONTHLY BOOKKEEPING AND ACCOUNTING RETAINER CONTRACT

This Monthly Bookkeeping and Accounting Retainer Contract (the "Agreement") is entered into as of _____ (the "Effective Date"), by and between:

Service Provider: _____
Address: _____
Contact: _____

Client: _____
Address: _____
Contact: _____

1. Engagement and Scope of Services

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

- ☐ Monthly bank and credit card reconciliations.
- ☐ Accounts receivable management, invoicing, and collections tracking.
- ☐ Accounts payable management and bill payment.
- ☐ General ledger maintenance and journal entries.
- ☐ Preparation of monthly financial statements (Balance Sheet, Income Statement, Cash Flow).
- ☐ Sales tax calculation, reporting, and filing.
- ☐ Payroll processing coordination and administration.
- ☐ Monthly management consultation and financial review (up to _____ hours per month).
- ☐ Other: _____

2. Retainer Fees and Payment Terms

In consideration for the services outlined in Section 1, the Client agrees to pay the Service Provider according to the following terms:

a. **Monthly Retainer Fee:** The Client shall pay a flat monthly fee of $_____.

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

c. **Hourly Rate for Extra Services:** Any services requested by the Client that fall outside the defined Scope of Services shall be billed at an hourly rate of $_____ per hour, subject to prior authorization by the Client.

d. **Late Payment:** Payments unpaid past the due date shall accrue interest at a rate of _____% per month, or the maximum rate permitted by law, whichever is lower.

3. Term and Termination

This Agreement shall commence on the Effective Date and shall continue on a month-to-month basis.

Either party may terminate this Agreement at any time, with or without cause, by providing written notice to the other party at least _____ days prior to the intended termination date. Upon termination, the Client shall pay the

Service Provider for all services rendered up to the effective date of termination.

4. Client Obligations and Access

The Client agrees to provide the Service Provider with timely, accurate, and complete financial information, including bank statements, receipts, invoices, and other necessary documents. Such documentation must be provided no later than the _____ day of the following month. The Service Provider is not responsible for errors, omissions, or penalties resulting from delayed, incomplete, or inaccurate information provided by the Client.

5. Confidentiality and Data Security

The Service Provider agrees to keep all financial information, proprietary business data, and personal information of the Client strictly confidential and shall not disclose such information to any third party without the Client's prior written consent, except as required by law.

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 claims, losses, damages, or expenses shall be limited to the total amount of monthly retainer fees paid by the Client to the Service Provider during the _____ months immediately preceding the event giving rise to the claim.

7. Governing Law and Dispute Resolution

This Agreement shall be governed by, and construed in accordance with, the laws of the State/Jurisdiction of _____. Any dispute arising under this Agreement shall be resolved through negotiation, and if unresolved, through binding arbitration in _____.

IN WITNESS WHEREOF, the parties hereto have executed this Monthly Bookkeeping and Accounting Retainer Contract as of the Effective Date.

Service Provider:	**Client:**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date