

VIRTUAL BACK OFFICE ACCOUNTING SERVICES AGREEMENT

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

Service Provider: _____

Address: _____

Contact Email: _____

Client: _____

Address: _____

Contact Email: _____

1. ENGAGEMENT OF SERVICES

Client hereby engages Service Provider to perform virtual back office accounting and bookkeeping services as set forth herein, and Service Provider agrees to perform such services in a professional and diligent manner in accordance with the terms of this Agreement.

2. SCOPE OF SERVICES

Service Provider shall perform the following remote accounting services (collectively, the "Services"):

- a. General ledger maintenance and bookkeeping.
- b. Bank, credit card, and merchant account reconciliations.
- c. Accounts Payable (A/P) management, including bill entry and payment processing scheduling.
- d. Accounts Receivable (A/R) management, including invoicing and payment tracking.
- e. Preparation of monthly, quarterly, and annual financial statements (Balance Sheet, Income Statement, Cash Flow).
- f. Payroll processing support and related compliance reporting tracking.
- g. Other services as mutually agreed upon in writing by both parties: _____

3. CLIENT RESPONSIBILITIES AND ACCESS

To enable Service Provider to perform the Services, Client agrees to:

- a. Provide timely access to all necessary financial software, bank portals (read-only access), invoices, receipts, and other financial records.
- b. Designate a primary point of contact for timely responses to queries regarding financial transactions.
- c. Ensure the accuracy, completeness, and legitimacy of all source documents and financial data provided to Service Provider.

4. COMPENSATION AND FEES

In consideration for the Services, Client agrees to pay Service Provider as follows:

- a. **Service Fee:** Client shall pay a fee of _____ per _____ (e.g., hour, month, flat-rate).
- b. **Invoicing:** Invoices will be issued on the _____ day of each month.
- c. **Payment Terms:** All payments are due within _____ days from the invoice date. Late payments shall incur a fee of _____ % per month.

5. TERM AND TERMINATION

- a. **Term:** This Agreement shall commence on the effective date and continue on a _____ basis until terminated.
- b. **Termination for Convenience:** Either party may terminate this Agreement at any time, with or without cause, by providing _____ days prior written notice to the other party.
- c. **Termination for Cause:** Either party may terminate this Agreement immediately upon written notice if the other party breaches a material provision of this Agreement and fails to cure such breach within _____ days of receipt of written notice thereof.

6. CONFIDENTIALITY AND DATA SECURITY

- a. Service Provider shall maintain strict confidentiality regarding all proprietary, financial, and personal information of the Client obtained during the performance of Services.
- b. Service Provider shall employ industry-standard security measures, password management, and secure networks to protect the integrity and security of Client's financial data.

7. LIMITATION OF LIABILITY

Service Provider's liability for any claims, losses, damages, or expenses arising under this Agreement shall be limited to the total fees paid by the Client to the Service Provider under this Agreement during the _____ month period immediately preceding the event giving rise to liability. Service Provider shall not be held liable for any penalties, interest, or losses resulting from inaccurate or delayed information provided by the Client.

8. GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement shall be governed by, and construed in accordance with, the laws of the State/Country of _____. Any disputes arising out of this Agreement shall be resolved through good-faith negotiation, and if unresolved, through binding arbitration in _____.

9. ENTIRE AGREEMENT

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

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

SERVICE PROVIDER:

Authorized Signature

Printed Name

Title

Date

CLIENT:

Authorized Signature

Printed Name

Title

Date