

# FINANCIAL AND ACCOUNTING SERVICES AGREEMENT

This Financial and Accounting Services Agreement (the "Agreement") is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between:

**Provider:** \_\_\_\_\_, with a principal place of business at \_\_\_\_\_ (hereinafter referred to as the "Accountant").

**Client:** \_\_\_\_\_, with a principal place of business at \_\_\_\_\_ (hereinafter referred to as the "Client").

The Accountant and the Client may collectively be referred to as the "Parties" or individually as a "Party."

## 1. ENGAGEMENT AND SERVICES

The Client hereby engages the Accountant to perform the following financial and accounting services (the "Services"):

- Bookkeeping and general ledger maintenance.
- Preparation of financial statements (Balance Sheet, Income Statement, Cash Flow).
- Tax preparation, planning, and filing compliance.
- Payroll processing and administration.
- Other services as specified here: \_\_\_\_\_

## 2. COMPENSATION AND PAYMENT TERMS

In consideration for the Services provided by the Accountant, the Client agrees to pay as follows:

1. **Fee Structure:** The Client shall pay the Accountant a rate of \_\_\_\_\_ per \_\_\_\_\_ (e.g., hour, month, project).
2. **Invoicing:** Invoices will be issued on the \_\_\_\_\_ day of each month.
3. **Payment Terms:** Payments are due within \_\_\_\_\_ days of the invoice date. Late payments shall incur interest at a rate of \_\_\_\_\_ % per month.

## 3. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and shall continue:

(Select and initial one option below)

[ ] Until completed on \_\_\_\_\_, 20\_\_\_\_.

[ ] On a month-to-month basis until terminated by either Party providing \_\_\_\_\_ days' prior written notice.

## 4. CLIENT RESPONSIBILITIES

The Client agrees to provide all necessary financial records, receipts, bank statements, and information required for the Accountant to perform the Services in a timely manner. The Accountant shall not be

responsible for any errors or delays resulting from the Client's failure to provide accurate and complete information.

## 5. CONFIDENTIALITY

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The Accountant agrees to keep all financial, proprietary, and personal information of the Client strictly confidential and shall not disclose any such information to third parties without the prior written consent of the Client, except as required by law.

## 6. LIMITATION OF LIABILITY

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The Accountant shall perform all Services in accordance with professional standards. The Accountant's liability for any claims, losses, damages, or expenses arising under this Agreement shall be limited to the total amount of fees paid by the Client under this Agreement.

## 7. GOVERNING LAW

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This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State/Country of \_\_\_\_\_, without regard to its conflict of law principles.

## 8. ENTIRE AGREEMENT

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This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, representations, or understandings, whether oral or written.

IN WITNESS WHEREOF, the Parties hereto have executed this Financial and Accounting Services Agreement as of the Effective Date.

### CLIENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### ACCOUNTANT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date