

MONTHLY BOOKKEEPING SERVICES RETAINER CONTRACT

This Monthly Bookkeeping Services Retainer Contract (the "Agreement") is entered into and made effective as of _____, by and between:

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

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

1. Scope of Services

The Bookkeeper agrees to perform ongoing, monthly bookkeeping services for the Client, which shall include the following duties:

1. Reconciliation of bank accounts, credit cards, and merchant accounts (up to _____ accounts).
2. Classification and categorization of all monthly business receipts and expenses.
3. Preparation and delivery of monthly financial statements, including Balance Sheet and Profit & Loss statement, by the _____ day of the following month.
4. Accounts Payable and Accounts Receivable management as mutually agreed upon.
5. Collaboration and coordination with the Client's CPA or tax preparer as needed.

2. Retainer Fee and Payment Terms

In consideration for the services outlined in Section 1, the Client agrees to pay the Bookkeeper a monthly retainer fee of \$ _____.

1. The monthly retainer fee is due and payable in advance on the _____ day of each calendar month.
2. Payment shall be made via _____.
3. Any additional work outside the Scope of Services defined in this Agreement will be billed at an hourly rate of \$ _____ per hour, subject to the Client's prior written approval.

3. Term and Termination

This Agreement shall commence on the effective date written above and shall continue on a month-to-month basis.

1. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party.
2. Upon termination, the Bookkeeper shall deliver to the Client all completed reports, records, and files, and the Client shall immediately pay any outstanding balances owed to the Bookkeeper.

4. Client Cooperation and Data Access

The Client agrees to provide the Bookkeeper with timely access to all financial institutions, software systems, receipts, invoices, and other relevant documentation required to perform the services. The Bookkeeper is not responsible for errors or delays resulting from the Client's failure to provide this information in a timely manner.

5. Confidentiality

The Bookkeeper shall maintain strict confidentiality regarding all proprietary and financial information of the Client and shall not disclose any such information to third parties without the Client's prior written consent, except as required by law.

6. Entire Agreement

This Agreement constitutes the entire understanding between the Bookkeeper and the Client regarding the subject matter herein and supersedes all prior discussions, negotiations, or agreements. Any modifications to this Agreement must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Monthly Bookkeeping Services Retainer Contract as of the date first written above.

CLIENT:

BOOKKEEPER:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date