

# OUTSOURCED ACCOUNTING SERVICES AGREEMENT

This Outsourced Accounting Services Agreement (the "Agreement") is entered into as of \_\_\_\_\_, by and between:

**Client:** \_\_\_\_\_

Address: \_\_\_\_\_

Represented by: \_\_\_\_\_

And

**Provider:** \_\_\_\_\_

Address: \_\_\_\_\_

Represented by: \_\_\_\_\_

Each of the Client and the Provider may be referred to individually as a "Party" and collectively as the "Parties."

## 1. ENGAGEMENT OF SERVICES

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The Client hereby engages the Provider to perform accounting, bookkeeping, and related financial services as detailed herein, and the Provider agrees to perform these services in accordance with the terms and conditions of this Agreement.

## 2. SCOPE OF SERVICES

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The Provider shall perform the following accounting and financial services for the Client:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## 3. FEES AND PAYMENT TERMS

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In consideration for the services rendered by the Provider, the Client agrees to pay fees according to the following schedule:

- Service Fee: \_\_\_\_\_ payable on a \_\_\_\_\_ basis.
- Invoices shall be issued by the Provider on the \_\_\_\_\_ day of each month.
- Payment terms: Net \_\_\_\_\_ days from the date of the invoice.

## 4. TERM AND TERMINATION

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This Agreement shall commence on \_\_\_\_\_ and shall continue until \_\_\_\_\_, unless terminated earlier by either Party giving \_\_\_\_\_ days written notice to the other Party.

## 5. CONFIDENTIALITY

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The Provider acknowledges that during the term of this Agreement, the Provider will have access to confidential and proprietary information of the Client. The Provider agrees to keep all such information strictly confidential and shall not disclose it to any third party without the prior written consent of the Client.

## 6. INDEPENDENT CONTRACTOR STATUS

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The Provider is an independent contractor and not an employee, partner, or agent of the Client. The Provider is solely responsible for all taxes, withholdings, and insurance related to its performance under this Agreement.

## 7. GOVERNING LAW

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This Agreement shall be governed by and construed in accordance with the laws of \_\_\_\_\_.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

**For the Client:**

**For the Provider:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_