MONTHLY ACCOUNTING RETAINER SERVICES AGREEMENT

This Monthly Accounting Retainer Services Agreement (the "Agreement") is entered into and made effective as of _____, 20_____, by and between:

Service Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Accountant"),

AND

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

1. ENGAGEMENT AND SCOPE OF SERVICES

The Client hereby engages the Accountant to perform professional accounting and financial services on a monthly retainer basis. The scope of services to be provided shall include the following checked items:

Select	Service Description
☐	Monthly Bookkeeping & Bank Reconciliations
☐	Financial Statement Preparation (Balance Sheet, Income Statement, Cash Flow)
☐	Accounts Payable & Accounts Receivable Management
☐	Payroll Processing and Payroll Tax Filing
☐	Sales Tax Calculation and Filing
☐	Tax Planning and Consulting Services
☐	Other Services: _____

2. RETAINER FEE AND PAYMENT TERMS

1. **Monthly Retainer:** The Client agrees to pay the Accountant a flat monthly retainer fee of $_____ for the scope of services selected above.
2. **Payment Due Date:** The monthly retainer fee is payable in advance on or before the _____ day of each calendar month.
3. **Additional Hours:** Any services requested by the Client that fall outside the defined scope of this Agreement will be billed at an hourly rate of $_____ per hour. The Accountant shall obtain prior written approval from the Client before performing any out-of-scope services.
4. **Late Payments:** Payments not received within _____ days of the due date may be subject to a late fee of _____% per month on the outstanding balance, and may result in the suspension of services.

3. TERM AND TERMINATION

1. **Term:** This Agreement shall commence on _____, 20_____, and shall continue on a month-to-month basis until terminated by either party.

2. **Termination:** Either party may terminate this Agreement at any time, with or without cause, by providing _____ days' prior written notice to the other party.
3. **Outstanding Fees:** Upon termination, the Client shall remain liable for payment of all services rendered up to the effective date of termination.

4. CLIENT COOPERATION AND RESPONSIBILITIES

The Client agrees to provide all necessary financial records, receipts, invoices, statements, and access to necessary accounting platforms in a timely and organized manner. The Accountant shall not be held liable for any inaccuracies, delays, or penalties resulting from incomplete, incorrect, or late financial data provided by the Client.

5. CONFIDENTIALITY

The Accountant agrees to keep all proprietary financial information, business practices, 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. DISPUTE RESOLUTION AND GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____. Any disputes arising from this Agreement shall first be addressed through good faith mediation before pursuing legal action.

7. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or representations, whether written or oral.

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

SERVICE PROVIDER:	**CLIENT:**
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date