

# BOOKKEEPING SERVICES AGREEMENT

## Small Business Bookkeeping Contract

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

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

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

Phone: \_\_\_\_\_ | Email: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ | Email: \_\_\_\_\_

### 1. DESCRIPTION OF SERVICES

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The Provider agrees to provide the following bookkeeping services to the Client:

1. Reconciliation of bank accounts, credit card accounts, and loan accounts.
2. Preparation of monthly, quarterly, and annual financial statements, including Balance Sheets and Income Statements.
3. Management of Accounts Payable and Accounts Receivable transactions.
4. General ledger maintenance and adjusting journal entries.
5. Other services as mutually agreed upon: \_\_\_\_\_

### 2. TERM AND TERMINATION

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This Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_, and shall continue on a month-to-month basis.

Either party may terminate this Agreement at any time, with or without cause, by providing \_\_\_\_\_ days written notice to the other party.

### 3. FEES AND PAYMENT TERMS

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The Client agrees to pay the Provider for services rendered according to the following rate structure:

Flat Monthly Retainer: \$\_\_\_\_\_ OR Hourly Rate: \$\_\_\_\_\_ per hour.

Invoices will be issued on the \_\_\_\_\_ day of each month. Payment is due within \_\_\_\_\_ days of the invoice date. Late payments may result in a fee of \_\_\_\_\_% per month on outstanding balances.

### 4. CLIENT RESPONSIBILITIES

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The Client agrees to provide the Provider with all necessary financial data, documents, receipts, statements, and access to accounting software in a timely manner. The Provider is not responsible for errors resulting from inaccurate or missing information provided by the Client.

### 5. CONFIDENTIALITY

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The Provider agrees to keep all financial information, proprietary business data, and personal information of the Client strictly confidential and will not disclose any such information to third parties without prior written consent from the Client.

### 6. GOVERNING LAW

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

**CLIENT:**

\_\_\_\_\_  
Authorized Signature

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

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

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

**PROVIDER:**

\_\_\_\_\_  
Authorized Signature

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

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

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