

# BOOKKEEPING AND ACCOUNTING SERVICES AGREEMENT

This Bookkeeping and Accounting Services Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Provider:**

Company/Individual Name: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

**Client:**

Company/Individual Name: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

Hereinafter, the Provider and the Client may collectively be referred to as the "Parties" or individually as a "Party."

## 1. SCOPE OF SERVICES

---

The Provider agrees to perform the following bookkeeping and accounting services (the "Services") for the Client:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

## 2. FEES AND PAYMENT TERMS

---

- A. **Service Fee:** The Client agrees to pay the Provider as compensation for the Services rendered according to the following rate structure:
  - \_\_\_ Hourly rate of \$\_\_\_\_\_ per hour.
  - \_\_\_ Fixed monthly flat fee of \$\_\_\_\_\_.
  - \_\_\_ Other payment structure: \_\_\_\_\_
- B. **Invoicing:** Invoices will be issued on a \_\_\_\_\_ basis. Payment is due within \_\_\_\_\_ days of the invoice date.
- C. **Late Payment:** Payments unpaid after the due date shall accrue interest at a rate of \_\_\_\_\_% per month, or the maximum rate permitted by law, whichever is lower.

## 3. TERM AND TERMINATION

---

- A. **Term:** This Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_ and shall continue:
  - \_\_\_ Until terminated by either Party.
  - \_\_\_ Until the specific end date of \_\_\_\_\_, 20\_\_\_\_\_.
- B. **Termination for Convenience:** Either Party may terminate this Agreement at any time by providing \_\_\_\_\_ days written notice to the other Party.
- C. **Termination for Cause:** Either Party may terminate this Agreement immediately upon written notice if the other Party materially breaches any terms of this Agreement and fails to cure such breach within \_\_\_\_\_ days of receipt of written notice detailing the

breach.

#### 4. CONFIDENTIALITY AND SECURITY

---

The Provider acknowledges that during the performance of the Services, they will have access to confidential financial information of the Client. The Provider agrees to maintain the absolute confidentiality of all financial data, business records, and proprietary information. No such information shall be disclosed to any third party without the express prior written consent of the Client, except as required by law.

#### 5. RELATIONSHIP OF PARTIES

---

The Provider is an independent contractor and not an employee, partner, or joint venturer of the Client. The Provider shall be solely responsible for all tax filings and payments required by local, state, or federal authorities regarding the compensation received under this Agreement.

#### 6. GOVERNING LAW

---

This Agreement and the resolution of any disputes arising hereunder shall be governed by, construed, and enforced in accordance with the laws of the State of \_\_\_\_\_, without regard to its conflict of law principles.

#### 7. ENTIRE AGREEMENT

---

This Agreement constitutes the entire understanding between the Parties regarding the subject matter hereof and supersedes all prior agreements, representations, or understandings, whether written or oral. Any amendments to this Agreement must be made in writing and signed by both Parties.

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

**CLIENT:**

**PROVIDER:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

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

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

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

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

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

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