CORPORATE MONTHLY ACCOUNTING RETAINER SERVICE CONTRACT

This Agreement is entered into on this _____ day of _____, 20____, by and between:

The Client:
Company Name: _____
Address: _____
Represented by: _____

The Service Provider:
Company/Individual Name: _____
Address: _____
Represented by: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform the following monthly accounting and bookkeeping services for the Client:

- General ledger maintenance and reconciliation of bank accounts.
- Preparation of monthly balance sheets, income statements, and cash flow statements.
- Accounts payable and accounts receivable tracking.
- Monthly payroll processing and payroll tax filing assistance.
- Other services as mutually agreed upon in writing: _____

2. RETAINER AND FEES

In consideration for the services outlined in Section 1, the Client agrees to pay the Service Provider as follows:

1. **Monthly Retainer Fee:** A recurring fee of $_____ shall be paid by the Client on or before the _____ day of each calendar month.
2. **Additional Hours:** Any services requested exceeding _____ hours per month will be billed at an hourly rate of $_____ per hour.
3. **Payment Method:** Payments shall be made via _____.

3. TERM AND TERMINATION

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. Upon termination, the Client shall pay for all services rendered up to the effective date of termination.

4. CONFIDENTIALITY

The Service Provider acknowledges that they will have access to confidential, proprietary, and financial information of the Client. The Service Provider agrees to maintain the strict confidentiality of all such information and shall not disclose it to any third party without prior written consent from the Client.

5. RELATIONSHIP OF PARTIES

The Service Provider is an independent contractor. Nothing in this Agreement shall construct a relationship of employer and employee, partnership, or joint venture between the Client and the Service Provider.

6. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State/Country of

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

CLIENT:	**SERVICE PROVIDER:**
Authorized Representative Signature	Authorized Representative Signature
Print Name / Title	Print Name / Title
Date	Date