

FINANCIAL ADVISORY AND ACCOUNTING RETAINER AGREEMENT

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

Client: _____

Address: _____

And

Provider: _____

Address: _____

Collectively referred to herein as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, Client desires to retain Provider to perform professional financial advisory, bookkeeping, and accounting services; and

WHEREAS, Provider agrees to perform these services under the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. SCOPE OF SERVICES

Provider agrees to provide the following financial advisory and accounting services to the Client:

- A. _____
- B. _____
- C. _____
- D. _____

2. RETAINER AND FEES

Client agrees to compensate Provider for the services rendered under this Agreement as follows:

- A. **Retainer Fee:** Client shall pay a non-refundable retainer fee of \$ _____ upon execution of this Agreement. This retainer shall be applied toward services rendered.
- B. **Service Rates:** Services exceeding the initial retainer scope will be billed at a rate of \$ _____ per hour, or as otherwise agreed upon in writing.
- C. **Billing Cycle:** Provider shall invoice Client on a _____ basis. All invoices are due and payable within _____ days of the invoice date.

3. TERM AND TERMINATION

This Agreement shall commence on the effective date written above and shall continue on a _____ 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, Client shall immediately pay Provider for all services rendered and expenses incurred up to the date of termination.

4. CLIENT RESPONSIBILITIES AND ACCESS TO INFORMATION

Client shall provide Provider with access to all financial records, invoices, receipts, bank statements, and other documents necessary

for the performance of the services. Client represents that all information provided to Provider is accurate, complete, and truthful.

5. CONFIDENTIALITY

Provider agrees to maintain the strict confidentiality of all proprietary, financial, and personal information obtained from Client during the course of this Agreement. Provider shall not disclose such information to any third party without Client's prior written consent, except as required by law.

6. LIMITATION OF LIABILITY

Provider shall perform services in accordance with professional standards. Provider shall not be liable for any errors, omissions, or financial losses resulting from inaccurate, incomplete, or late information provided by Client. In no event shall Provider's liability exceed the total fees paid by Client under this Agreement during the _____ month period immediately preceding the event giving rise to liability.

7. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of law principles.

8. 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.

IN WITNESS WHEREOF, the Parties hereto have executed this Financial Advisory and Accounting Retainer Agreement as of the date first written above.

CLIENT:

PROVIDER:

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____