ONGOING ACCOUNTING SERVICES RETAINER AGREEMENT

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

Accounting Service Provider:
Company/Individual Name: _____
Address: _____
Contact Email: _____
Contact Phone: _____
(hereinafter referred to as the "Provider")

Client:
Company/Individual Name: _____
Address: _____
Contact Email: _____
Contact Phone: _____
(hereinafter referred to as the "Client")

1. SCOPE OF SERVICES

The Provider agrees to perform ongoing professional accounting, bookkeeping, and related financial consulting services for the Client. The specific scope of services includes, but is not limited to, the following checked or detailed activities below:

- ☐ General ledger maintenance and monthly reconciliation of bank accounts.
- ☐ Preparation of monthly, quarterly, and annual financial statements (Balance Sheet, Income Statement).
- ☐ Accounts payable and accounts receivable processing.
- ☐ Payroll administration, filing, and reporting.
- ☐ Corporate and/or individual tax planning, preparation, and filing.
- ☐ Additional ongoing services as defined here: _____

2. RETAINER FEE AND PAYMENT TERMS

In consideration for the ongoing services, the Client agrees to pay the Provider a recurring monthly retainer fee as outlined below:

a. **Monthly Retainer Amount:** The Client shall pay the Provider a monthly fee of $_____ due on or before the _____ day of each calendar month.

b. **Payment Method:** Payments shall be made via _____.

c. **Additional Hours:** If the services required exceed _____ hours per month, additional services will be billed at an hourly rate of $_____ per hour, subject to prior approval by the Client.

d. **Late Payments:** Late payments shall accrue interest or penalty fees at a rate of _____% per month starting _____ days after the due date.

3. TERM AND TERMINATION

This Agreement shall commence on _____ and shall continue on a month-to-month basis until terminated. Either

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

4. CLIENT RESPONSIBILITIES

The Client agrees to provide all necessary financial records, invoices, bank statements, receipts, and other relevant documentation to the Provider in a timely manner. The Provider shall not be held liable for errors, omissions, or delays caused by the Client's failure to provide accurate or timely information.

5. CONFIDENTIALITY

The Provider agrees to hold all of the Client's proprietary financial and business information in strict confidence and will not disclose such information to any third party without the Client's prior written consent, except as required by law.

6. INDEPENDENT CONTRACTOR STATUS

The Provider acts as an independent contractor in the performance of duties under this Agreement. Nothing in this Agreement shall be construed to establish a partnership, joint venture, or employer-employee relationship between the parties.

7. 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 Agreement as of the date first written above.

PROVIDER:

_____

Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CLIENT:

_____

Authorized Signature

Printed Name: _____

Title: _____

Date: _____