

# BOOKKEEPING SERVICES AGREEMENT

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

**Client:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

And

**Bookkeeper:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

## 1. SERVICES RENDERED

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The Bookkeeper agrees to provide the following bookkeeping and financial services to the Client:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. TERM AND TERMINATION

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This Agreement shall commence on \_\_\_\_\_ and shall continue:

- Until terminated by either party giving \_\_\_\_\_ days written notice.
- Until the completion of the specific project ending on \_\_\_\_\_.

## 3. COMPENSATION AND PAYMENT

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As consideration for the services provided, the Client agrees to pay the Bookkeeper according to the following rate structure:

Rate: \_\_\_\_\_ per \_\_\_\_\_.

Invoices will be submitted on a \_\_\_\_\_ basis and are due within \_\_\_\_\_ days of the invoice date.

## 4. RELATIONSHIP OF PARTIES

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The Bookkeeper is an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship between the parties.

## 5. CONFIDENTIALITY

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The Bookkeeper acknowledges that during the term of this Agreement, they will have access to private, proprietary, and financial information of the Client. The Bookkeeper agrees to keep all such information strictly confidential and shall not disclose it to any third party 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/Country of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**CLIENT**

**BOOKKEEPER**

\_\_\_\_\_  
Signature

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

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

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

\_\_\_\_\_  
Signature

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

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

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