

OUTSOURCED BOOKKEEPING SERVICES AGREEMENT

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

Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Service Provider"),

AND

Client: _____, with a principal place of business at _____ (hereinafter referred to as the "Client").

1. Scope of Services

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

- Recording daily financial transactions and ledger maintenance.
- Bank, credit card, and merchant account reconciliations.
- Accounts Payable management, including bill entry and payment scheduling.
- Accounts Receivable management, including invoicing and payment tracking.
- Preparation of monthly, quarterly, and annual financial statements, including Balance Sheet and Income Statement.
- Other services as mutually agreed upon: _____

2. Fees and Payment Terms

The Client agrees to compensate the Service Provider for services rendered under the following terms:

- **Service Fee:** _____ payable on a _____ basis.
- **Invoicing:** Invoices will be issued by the Service Provider on the _____ of each period.
- **Payment Terms:** All payments are due within _____ days of the invoice date. Late payments may be subject to a charge of _____% per month.

3. Term and Termination

This Agreement shall commence on _____ and shall continue:

- On a month-to-month basis until terminated by either party.
- Until _____, unless terminated earlier in accordance with this Agreement.

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

4. Client Cooperation and Data Access

The Client agrees to provide the Service Provider with timely access to all necessary financial records, bank statements, receipts, and invoices required to perform the bookkeeping services. The Service Provider is not responsible for errors resulting from inaccurate or incomplete information provided by the Client.

5. Confidentiality

The Service Provider agrees to keep all financial information, business operations, and personal data of the Client strictly confidential and shall not disclose such information to any third party without prior written consent from the Client, unless required by law.

6. Limitation of Liability

The Service Provider shall perform all services in accordance with professional standards. The Service Provider's total liability under this Agreement for any claims, losses, or damages shall be limited to the total fees paid by the Client under this Agreement during the _____ months immediately preceding the event giving rise to the claim.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State/Jurisdiction of _____.

8. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior written or oral agreements. Any modifications to this Agreement must be made in writing and signed by both parties.

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

SERVICE PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____