

Bookkeeping Service Agreement Template

This Bookkeeping Service Agreement ("Agreement") is entered into on [Date] ("Effective Date") by and between:

1. [Bookkeeping Service Provider Name], located at [Address], ("Service Provider"), and
2. [Client Name], located at [Address], ("Client").

1. Scope of Services

Services Provided:

- *Expense Tracking*
- *Entering All Accounting Records*
- *Bank, Credit Card, and PayPal Reconciliation*
- *Cash Flow Management*
- *Financial Statement Preparation*

Frequency of Services:

- *Weekly expense tracking*
- *Monthly account reconciliation by the tenth of the month*
- *Monthly financial reporting, due by the fifteenth of every month*

2. Pricing

Hourly Rate: \$75 per hour.

Retainer fee: \$300 retainer fee each month in exchange for up to four hours of service per month.

Time of Payment:

Refunds each month: The \$300 retainer charge is due on the first of every month.

Extra Hours: Any time beyond the 4 hours that are covered by the retainer will be invoiced at the end of each month and paid within 15 days of the invoice being received.

3. Duration of Agreement

This contract will begin on August 1, 2024, and could be for 365 days, ending on July 31, 2025.

Renewal and Termination:

- *Renewal: The contract can be prolonged if both parties agree for an additional 12 months.*
- *Termination: This agreement can be terminated by either party with 30 days' written notice.*

4. Confidentiality

Confidential Information:

For the purposes of this settlement, "Confidential Information" refers to all monetary files, company documents, private facts, and a few other data supplied through the Client to the Bookkeeper that isn't publicly available. This includes but isn't confined to bank statements, tax returns, and financial analysis.

Non-Disclosure:

Without the client's written authorization, the bookkeeper undertakes now not to show any confidential data to any 3rd parties. This consists of disclosing information to 3rd parties—like contractors or business companions—until the client has given specific permission to achieve this.

5. Client Responsibilities

Provision of Information:

The Client concurs to offer the bookkeeper access to all required financial data, which includes bank statements, receipts, invoices, and expense reports. To ensure quick flow, all files must be submitted within 5 business days of the client receiving them.

Access to Systems:

If applicable, the Client shall provide the Bookkeeper access to bank accounts, accounting software (like QuickBooks or Xero), and any other financial systems as required to complete the bookkeeping offerings. The client will offer login info and make sure that the bookkeeper is authorized to carry out their responsibilities.

Timeliness and Accuracy:

The Client consents to make sure that every supplied data is correct and appropriate. Any mistakes or omissions within the provided files that result in additional duty or corrections may additionally incur charges.

6. Termination

Either party may terminate this Agreement at any time by providing [Number of days] days' written notice to the other party. Upon termination, the Service Provider shall deliver to the Client all work products and other materials created in connection with the services provided under this Agreement.

7. Indemnification

The Client agrees to indemnify, defend, and hold harmless the Service Provider from and against any and all claims, liabilities, damages, losses, or expenses arising out of or in connection with the services provided under this Agreement.

8. Governing Law and Jurisdiction

Mediation/Arbitration:

In the occasion of any dispute or declaration arising out of or regarding this settlement, the Parties comply with first try to remedy the problem via mediation. Mediation can be achieved by means of manner of an unbiased 3rd party mediator, selected via mutual settlement of the Parties, and will take place within 30 days of the attention of dispute.

If mediation is unsuccessful, the dispute will be resolved thru binding arbitration. The arbitration could be conducted according to the policies of the American Arbitration Association (AAA) and could take place in Anytown, USA. The decision of the arbitrator will be very last and binding on each party.

Governing Law:

This agreement shall be governed through and construed according with the laws of the State of [State], without regard to its conflict of regulation principles.

Jurisdiction for Legal Actions:

If either Party seeks to pursue legal action after mediation and arbitration have failed, such action shall be brought in the courts located in [County], [State]. Both Parties consent to the jurisdiction of these courts for resolving any legal disputes

9. Amendments

This Agreement may be amended or modified only by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

[Service Provider Name]

By: _____

Name: [Name of Signatory]

Title: [Title of Signatory]

Date: _____

[Client Name]

By: _____

Name: [Name of Signatory]

Title: [Title of Signatory]

Date: _____