

# BOOKKEEPING SERVICES AGREEMENT

This **Bookkeeping Services Agreement (“Agreement”)** made and entered into this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_ between [Client Name], a [Client Business Structure], located at \_\_\_\_\_, and [Bookkeeper Name], a [Bookkeeper Business Structure ], located at \_\_\_\_\_

## Purpose:

The Client retains the Bookkeeper to provide bookkeeping services as described in Exhibit A attached hereto.

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## Term:

This Agreement shall commence upon the Effective Date, as stated above, or on the \_\_\_ of \_\_\_\_\_ 20 \_\_\_ and will continue until \_\_\_ of \_\_\_\_\_ 20 \_\_\_ unless terminated.

## Compensation:

The Client shall pay the Bookkeeper [Compensation Amount in Dollars] per:

- monthly basis,
- Quarterly basis
- Yearly basis. The compensation shall be due and payable [Due Date (e.g., 15th of each month)].

## Expenses:

The Bookkeeper shall be entitled to reimbursement for reasonable out-of-pocket expenses incurred in connection with the performance of the services under this Agreement. The Client shall reimburse the Bookkeeper for such expenses within [Reimbursement Period (e.g., 30 days)].

## Responsibilities:

The Bookkeeper shall perform the services described in Exhibit A attached hereto in a professional and workmanlike manner. The Bookkeeper shall comply with generally accepted accounting principles and all applicable laws and regulations. The Client shall provide the Bookkeeper with complete and accurate information and data necessary for the Bookkeeper to

perform the services described in Exhibit A. The Client shall be responsible for ensuring that all information and data provided to the Bookkeeper is complete and accurate.

**Confidentiality:**

The Bookkeeper shall maintain the confidentiality of the Client's financial information and shall not disclose such information to any third party without the prior written consent of the Client. The Bookkeeper shall use the Client's financial information only for the purpose of performing the services described in Exhibit A attached hereto.

**Indemnification:**

The Client shall indemnify and hold harmless the Bookkeeper, its officers, directors, employees, and agents, from any and all claims, damages, and expenses (including reasonable attorneys' fees) arising out of or in connection with the Bookkeeper's performance of services under this Agreement.

**Amendments:**

This Agreement may be amended only by a written instrument executed by both parties.

**Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_

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

**Bookkeeper's Name:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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