

BOOKKEEPING SERVICES AGREEMENT

Location: _____ Effective Date: _____

Parties Information:

Client Name: _____

Client Address: _____

Client Contact (Phone/Email): _____

Bookkeeper Information:

Bookkeeper Name: _____

Bookkeeper Address: _____

Bookkeeper Contact (Phone/Email): _____

Services to be Provided:

Bookkeeper agrees to provide bookkeeping services which may include, but are not limited to, recording financial transactions, reconciling bank statements, preparing monthly financial reports, and maintaining accurate books and records for Client according to generally accepted accounting principles (GAAP).

Term and Termination:

This Agreement shall commence on the Effective Date and continue until terminated by either party upon thirty (30) days written notice. Termination shall not relieve Client of obligation to pay for services rendered prior to termination.

Fees and Payment:

Client agrees to pay Bookkeeper fees as follows: [Specify fee structure, e.g., hourly rate, flat fee, or per project].

Invoices shall be submitted monthly and payable within fifteen (15) days of receipt. Late payments may be subject to interest charges as permitted by law.

Confidentiality:

Bookkeeper acknowledges that all financial information and records provided by Client are confidential. Bookkeeper agrees not to disclose such information to any third party without Client's prior written consent, except as required by law.

Independent Contractor Status:

Bookkeeper is engaged as an independent contractor and not as an employee or agent of Client. Bookkeeper shall be responsible for payment of all federal, state, and local taxes arising from compensation paid hereunder.

Limitation of Liability:

Bookkeeper shall perform services with reasonable care but shall not be liable for any indirect, incidental,

consequential, or punitive damages arising from this Agreement. Client agrees to indemnify and hold Bookkeeper harmless from any claims arising from Client's use of the bookkeeping services.

Record Retention:

Bookkeeper agrees to retain Client's records for a period of at least seven (7) years unless Client provides written instructions otherwise.

Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law rules. The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in _____ County, _____.

Dispute Resolution:

Any disputes arising under this Agreement shall first be attempted to be resolved through good faith negotiations. If unresolved, disputes shall be submitted to mediation prior to initiating legal action.

Entire Agreement:

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings, written or oral. Any modifications must be in writing and signed by both parties.

Severability:

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Waiver:

Failure by either party to enforce any provision of this Agreement shall not constitute a waiver of future enforcement of that or any other provision.

No Assignment:

Neither party may assign or transfer its rights or obligations under this Agreement without prior written consent of the other party.

CLIENT'S SIGNATURE

BOOKKEEPER'S SIGNATURE

Signature: _____

Signature: _____

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