

SIMPLE BOOKKEEPING SERVICES AGREEMENT

Client Name: _____

Client Address: _____

Parties:

This Simple Bookkeeping Services Agreement (the "Agreement") is entered into between:

1. Provider: _____

2. Client: _____

Scope of Services:

Provider agrees to perform bookkeeping services for Client, including but not limited to recording financial transactions, reconciling accounts, preparing financial statements, and other related services as agreed upon by the parties. Services will be performed in a professional and timely manner consistent with industry standards.

Term and Termination:

This Agreement shall commence upon execution by both parties and continue until terminated by either party upon thirty (30) days written notice. Either party may terminate for cause if the other party breaches a material term and fails to cure within fifteen (15) days after written notice.

Fees and Payment:

Client agrees to pay Provider as follows: (a) a fixed monthly fee of \$ _____; or (b) hourly fees at \$ _____ per hour for services rendered. Invoices will be issued monthly and are due within fifteen (15) days of receipt. Late payments may incur interest at the rate of 1.5% per month or the maximum allowed by law, whichever is less.

Responsibilities of the Parties:

Client shall provide accurate and complete financial information and records necessary for Provider to perform services. Provider shall perform services in accordance with accepted accounting principles and maintain confidentiality of Client's information.

Confidentiality:

Provider agrees to keep all Client information confidential and not disclose it to any third party except as required by law or with Client's prior written consent. This obligation survives termination of this Agreement.

Indemnification:

Each party agrees to indemnify, defend, and hold harmless the other party from and against any and all claims, damages, liabilities, costs, and expenses arising out of or related to the indemnifying party's gross negligence or willful misconduct in connection with this Agreement.

Limitation of Liability:

Neither party shall be liable to the other for any indirect, incidental, consequential, special, or punitive damages arising out of or related to this Agreement, regardless of the form of action, even if advised of the possibility of such damages. Total liability shall not exceed the amount paid by Client to Provider under this Agreement during the prior six (6) months.

Independent Contractor:

Provider is an independent contractor and not an employee, agent, or partner of Client. Provider has no authority to bind Client or incur obligations on Client's behalf.

Governing Law and Dispute Resolution:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles. Any disputes arising out of or relating to this Agreement shall be resolved by binding arbitration in _____ County, _____, in accordance with the rules of the American Arbitration Association.

Entire Agreement and Amendments:

This Agreement, including any attached exhibits or schedules, constitutes the entire agreement between the parties and supersedes all prior agreements, representations, and understandings. Any amendments must be in writing and signed by both parties.

Severability:

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

Waiver:

No waiver of any term or condition of this Agreement shall be valid unless in writing and signed by the party waiving the right. Failure to enforce any provision shall not constitute a waiver of future enforcement.

PROVIDER'S SIGNATURE

CLIENT'S SIGNATURE

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title (if applicable): _____

Title (if applicable): _____

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