

BOOKKEEPER SERVICES AGREEMENT

Location: _____ Date: _____

Parties:

Client Name: _____

Client Address: _____

Bookkeeper Name: _____

Bookkeeper Address: _____

Recitals:

WHEREAS, Client desires to engage Bookkeeper to provide bookkeeping services as described herein, and Bookkeeper agrees to provide such services under the terms and conditions of this Agreement.

1. Services Provided

Bookkeeper shall provide bookkeeping and accounting services including, but not limited to, recording financial transactions, reconciling accounts, preparing financial statements, and other related services as agreed in writing by the parties.

2. Term of Agreement

This Agreement shall commence upon execution by both parties and continue until terminated by either party with thirty (30) days written notice.

3. Compensation

Client shall pay Bookkeeper a fee as agreed upon in writing. Payment shall be due within fifteen (15) days of invoice receipt. Late payments shall accrue interest at the maximum rate permitted by law.

4. Confidentiality

Bookkeeper agrees to maintain the confidentiality of Client's financial information and shall not disclose such information to any third party except as required by law or with Client's prior written consent.

5. Independent Contractor

Bookkeeper is an independent contractor and not an employee of Client. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship.

6. Compliance with Laws

Bookkeeper shall perform services in compliance with all applicable federal, state, and local laws, regulations, and professional standards.

7. Record Retention

Client is responsible for retaining original financial documents. Bookkeeper shall maintain its own work papers and files consistent with applicable professional standards.

8. Limitation of Liability

Bookkeeper shall not be liable for any indirect, incidental, consequential, or punitive damages arising out of or related to the services provided under this Agreement. Bookkeeper's maximum liability shall be limited to the amount paid by

Client for the services.

9. Indemnification

Client agrees to indemnify and hold harmless Bookkeeper from any claims, damages, or liabilities arising from Client's failure to provide accurate and complete information or from Client's use of Bookkeeper's services.

10. Termination

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Upon termination, Client shall pay Bookkeeper for all services performed through the termination date.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

12. Dispute Resolution

Any dispute arising under this Agreement shall be resolved first through good faith negotiations. If unresolved, disputes shall be submitted to binding arbitration under the rules of the American Arbitration Association in _____ County, _____.

13. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, or representations, whether oral or written.

14. Amendment

Any amendment or modification to this Agreement must be in writing and signed by both parties.

15. Severability

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

16. Notices

All notices under this Agreement shall be in writing and delivered by hand, certified mail, overnight courier, or electronic mail to the addresses stated herein or such other address as a party may designate.

17. No Waiver

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

18. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

19. Assignment

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

20. Signatures

The parties have executed this Agreement as of the date of signing below, intending to be legally bound.

CLIENT SIGNATURE

BOOKKEEPER SIGNATURE

Signature: _____

Signature: _____

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