

# LANCE BOOKKEEPING SERVICES AGREEMENT

Location: \_\_\_\_\_

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

## Parties:

This Agreement is made between:

Lance Bookkeeping Services, LLC, a company organized under the laws of the United States, hereinafter referred to as "Service Provider" and

Client (hereinafter referred to as "Client").

## 1. SERVICES PROVIDED

Service Provider agrees to provide bookkeeping services including, but not limited to, maintaining accurate financial records, preparing financial statements, reconciling bank accounts, and other related tasks as mutually agreed. Services shall be performed in a professional and timely manner consistent with industry standards.

## 2. CLIENT RESPONSIBILITIES

Client agrees to provide all necessary financial information, documents, and access to records required for Service Provider to perform the services. Client shall ensure that all information provided is accurate and complete to the best of Client's knowledge.

## 3. COMPENSATION

Client agrees to pay Service Provider fees as outlined in the attached Schedule A. Invoices will be issued monthly and are payable within thirty (30) days of receipt unless otherwise agreed in writing. Late payments may be subject to interest charges as permitted by law.

## 4. TERM AND TERMINATION

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

## 5. CONFIDENTIALITY

Service Provider agrees to maintain the confidentiality of all Client information obtained during the course of this Agreement and shall not disclose such information to any third party without Client's prior written consent, except as required by law.

## 6. INDEPENDENT CONTRACTOR

Service Provider shall perform services as an independent contractor. Nothing in this Agreement shall be construed to create an employer-employee relationship, partnership, or joint venture between the parties.

## 7. LIMITATION OF LIABILITY

Service Provider shall not be liable for any indirect, incidental, consequential, or punitive damages arising out of or relating to this Agreement, including but not limited to lost profits or business interruption, even if advised of the possibility of such damages. Service Provider's total liability shall not exceed the fees paid by Client under this Agreement.

**8. INDEMNIFICATION**

Client agrees to indemnify, defend, and hold harmless Service Provider from any claims, liabilities, damages, or expenses (including reasonable attorney's fees) arising from Client's negligence, willful misconduct, or breach of this Agreement.

**9. GOVERNING LAW AND VENUE**

This Agreement shall be governed by and construed in accordance with the laws of the United States and applicable state law without regard to conflict of law provisions. Any disputes arising under this Agreement shall be subject to the exclusive jurisdiction of the courts located in the Client's state of residence.

**10. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the parties relating to the subject matter herein and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any amendments must be in writing and signed by both parties.

**11. SEVERABILITY**

If any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

**12. NOTICES**

All notices required or permitted under this Agreement shall be in writing and delivered personally, by certified mail, or by nationally recognized overnight courier to the parties at their addresses on record.

**SERVICE PROVIDER SIGNATURE**

**CLIENT SIGNATURE**

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

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

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