

BOOKKEEPING SERVICES AGREEMENT

Date: [Insert Date]

[Client Name]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Client Name],

This letter confirms the terms and objectives of our engagement for bookkeeping services for [Business Name].

1. Scope of Services

We will provide the following monthly bookkeeping services:

- Recording and classifying bank and credit card transactions.
- Reconciliation of [Number] bank and credit card accounts.
- Preparation of monthly Profit & Loss and Balance Sheet statements.
- [Optional: Accounts Payable/Receivable management].
- [Optional: Sales tax filing].

2. Client Responsibilities

The client is responsible for providing all necessary financial documentation (receipts, invoices, and bank access) by the [Date] of each month. The client remains responsible for the accuracy of the data provided and for all final business decisions.

3. Fees and Payment

The monthly fee for these services is \$[Amount]. Invoices will be sent on the [Date] of each month and are due upon receipt. A one-time setup fee of \$[Amount] will be charged for the initial account configuration.

4. Term and Termination

This agreement operates on a month-to-month basis. Either party may terminate this agreement with [Number] days' written notice.

5. Confidentiality

All information provided by the client will be kept strictly confidential and will not be disclosed to third parties without prior written consent, except as required by law.

Please sign below to indicate your acceptance of these terms.

Bookkeeper Signature: _____

Date: [Insert Date]

Client Signature: _____
Date: [Insert Date]