

BOOKKEEPING SERVICES AGREEMENT

This **Bookkeeping Services Agreement** ("Agreement") is entered into on **[Date]** by and between:

Client Name: [Insert Client's Name]

Client Address: [Insert Client's Address]

(Hereinafter referred to as the "Client")

AND

EG Bookkeeping LLC

Company Address: [Insert EG Bookkeeping LLC Address]

(Hereinafter referred to as the "Service Provider")

WHEREAS, the Client desires to engage the Service Provider to provide certain bookkeeping and accounting services, and the Service Provider agrees to provide such services under the terms and conditions set forth in this Agreement.

1. Scope of Services

The Service Provider agrees to provide the following bookkeeping and accounting services (the "Services") to the Client:

- Set-up Organization & Chart of Accounts in QuickBooks Online
- Categorizes and record financial transactions in QuickBooks Online based on the Chart of accounts
- Reconcile all the Checking accounts, Savings accounts and Credit Cards
- Three (03) way Reconciliation of Client Trust Account (Bank), Client Trust Account (QuickBooks) & Fund held in Trust Account (QuickBooks) for Legal Bookkeeping.
- Prepare financial statements (balance sheets, profit & loss statements, etc.).
- Other bookkeeping-related services as agreed upon by both parties in writing.

Additional services requested by the Client may be subject to separate fees and agreements.

2. Payment Terms.

- i. The rate for all bookkeeping services will be charged on a monthly basis. Clients will be invoiced at the beginning of each month, with payment due immediately upon receipt. We accept payments via ACH, including Bank transfer, Stripe, PayPal, and Payoneer.
- ii. Additional Services: Any services requested beyond the agreed-upon bookkeeping or accounting services will be billed at a rate of \$50 per hour, or at a rate mutually agreed upon by both parties.

Term of Agreement

This Agreement shall commence on **[Start Date]** and continue until terminated by either party in accordance with the provisions of this Agreement.

3. Compensation

The Client agrees to pay the Service Provider as follows:

- **Fixed Monthly Rate:** \$[Insert Monthly Rate] (if applicable).
- Payment is due on the [Insert Payment Date] of each month following the receipt of an invoice from the Service Provider.
- Payments will be made by [Insert Payment Method, e.g., bank transfer, PayPal].

4. Expenses

The Client will reimburse the Service Provider for reasonable and approved expenses incurred in connection with the performance of the Services, including any software subscriptions or filing fees, provided that the Service Provider provides documentation and receipts for such expenses.

5. Confidentiality

The Service Provider agrees to maintain the confidentiality of all financial, business, and personal information provided by the Client. The Service Provider shall not disclose or make use of such information except as required to perform the Services or as required by law.

6. Ownership of Work Product

All work products created by the Service Provider in the course of providing the Services shall be the property of the Client.

7. Termination

Either party may terminate this Agreement at any time by giving **30 days' written notice** to the other party. In the event of termination, the Client shall pay the Service Provider for all Services rendered up to the date of termination.

8. Independent Contractor

The Service Provider is an independent contractor and not an employee of the Client. As such, the Service Provider shall be responsible for their own taxes, insurance, and other obligations under applicable laws.

9. Limitation of Liability

The Service Provider's liability for any claims, losses, or damages arising out of this Agreement, including negligence, shall not exceed the total amount paid by the Client to the Service Provider under this Agreement.

10. Dispute Resolution

Any disputes arising out of this Agreement shall be resolved through mediation. If mediation is unsuccessful, the dispute shall be settled through binding arbitration in accordance with the rules of [Insert Arbitration Institution].

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of [Insert State], USA.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CLIENT

Signature: _____

Name: _____

Title: _____

EG Bookkeeping LLC

Signature: _____

Name: MD REAZUL HAQUE

Title: Founder & Bookkeeper

Notes:

- Fill in the necessary details such as names, dates, rates, and specific services.
- Ensure that both parties review and sign the contract before any work begins.
- It's advisable to consult with a lawyer to customize the agreement as per your specific needs and local legal requirements.