

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: 1209 Mountain Road PL NE, STE R, Albuquerque, New Mexico, NM 87110, USA

(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.

3. 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.

4. 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 via ACH, including Bank transfer, Stripe, PayPal, and Payoneer.

5. 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.

6. 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.

7. Client Responsibilities

The Client agrees to:

- Provide the Service Provider with all necessary access to financial records, bank statements, and documents required to perform the Services.
- Ensure that all information provided is accurate, up-to-date, and complete.
- Respond to the Service Provider's requests for additional information or clarification in a timely manner.
- Maintain compliance with all applicable local, state, and federal tax laws and regulations.
- Keep the Service Provider informed of any significant changes in the Client's financial situation or accounting needs.

Failure to fulfill the above responsibilities may result in delays in the Service Provider's performance and could affect the accuracy of financial reports and statements.

8. 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.

9. Termination

- a) Either party may terminate this Agreement by giving 30 days' written notice to the other party.
- b) Upon termination, if the Client has made an advance payment, the Service Provider shall:
 - I. Complete the work for which the payment was made, unless the Client requests otherwise in writing; or
 - II. Refund any unearned portion of the advance payment for Services not completed, calculated on a pro-rata basis.
- c) The Service Provider shall submit an invoice for any remaining portion or extra cost incurred for closing of the Services, and the Client shall settle the amount within 2 working days of receiving the final invoice.
- d) **Obligation to Complete Work:** The Service Provider agrees to complete all pending work for which advance payment has been made, unless otherwise requested by the Client in writing.

10. 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.

11. 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.

12. 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].

13. Governing Law

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

14. 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 & CEO

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.