

BOOKKEEPING SERVICE AGREEMENT

This Bookkeeping service agreement (the "Agreement") is entered into on [Date] by and between:

Client:

Business Name _____

Address _____

Email _____

_____ **And** _____

Bookkeeper:

Full Name _____

Business Name (if applicable) _____

Address _____

Email _____

1. **Scope of Services:** The Bookkeeper agrees to provide services as listed above.
2. **Payment Terms:** [Specify amount, frequency, and payment mode].
3. **Duration of the Agreement:** From [Start Date] to [End Date] or ongoing
4. **Confidentiality:** Bookkeeper will maintain confidentiality even after termination.
5. **Termination Clause:** Either party may terminate with [X] days' written notice.
6. **Liability:** Limited to errors caused by the bookkeeper, provided all necessary documents are supplied by the client.
7. **Dispute Resolving:** To be resolved via arbitration/legal means.

8 Signatures:

Client _____ Signature _____

Name _____ Date _____