

## Bookkeeping Contract Template

(Please keep in mind that this does not include the signatory section, and only includes the body of the contract. Drafting a signatory section is very easy, and simply includes stating the names of all the parties involved, along with the date on which the contract is being signed.)

In service of the client's needs and wishes, the accountant willfully agrees to provide the following services;

(Here, the bookkeeper will list all of the things they plan on doing for the client. If there is a schedule that the client wants them to abide by, they may attach it here as well.)

### 1. PAYMENT

In exchange for their services, the client agrees to pay the accountant in one of the following ways;

- (a) A flat fee of \$\_\_ for the entirety of the contractual term.
- (b) A fee of \$\_\_/hr for the services of the accountant, for the term of the contract.
- (c) Other (Please specify.) \_\_\_\_\_

(If applicable, also insert a payment schedule in this section, as well as manner and method of payment.)

### III. TERM OF THE CONTRACT

The accountant agrees to provide their services, previously outlined in Section I, to the client from the date of \_\_\_\_\_ to the date of \_\_\_\_\_.

### IV. ADDITIONAL CLAUSES

In this section, either party may insert additional clauses that may prove necessary. Typically, this includes the following;

**(a) Exclusivity clause** - This prevents the contractor, or in this case, the accountant, from working for other clients through the course of the contractual term. This may prove necessary if the client is a corporation or a personality that warrants complete attention from the accountant.

**(b) Non-disclosure agreement** - This legally prevents the accountant from disclosing any information or particulars regarding the client's accounts to third parties. In the case of a breach, it also provides an outline of the legal ramifications that the accountant will have to face.

**(c) Right-to-terminate clause** - This allows the client to terminate the contract on the grounds of poor performance, as well as any additional grounds that are agreed upon.

**(d) Process in case of a breach** - If either party is in breach of the contract, this section typically outlines the legal action(s) that will be taken against them for breaching the said contract.

#### **V. THE AGREEMENT IN ITS ENTIRETY**

The parties hereby agree that this agreement supersedes any and all previously existing agreements between the parties, and serves to represent the entirety of the agreement between said parties.

Client Name \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Signature \_\_\_\_\_

Date \_\_\_\_\_