

BOOKKEEPING SERVICES AGREEMENT

Location: _____

Date: _____

PARTIES:

Service Provider (Bookkeeper): _____

Client (Business Owner): _____

SERVICES TO BE PROVIDED:

The Bookkeeper agrees to provide bookkeeping and accounting services to the Client, including but not limited to: recording financial transactions, managing accounts payable and receivable, reconciling bank statements, preparing financial reports, and maintaining accurate and complete books in accordance with Canadian accounting standards and applicable laws. Any additional services must be agreed to in writing by both parties.

TERM OF AGREEMENT:

This Agreement shall commence upon signing by both parties and shall continue in effect until terminated by either party with thirty (30) days written notice. Termination shall not relieve the Client of payment obligations for services rendered prior to termination.

FEES AND PAYMENT:

The Client agrees to pay the Bookkeeper fees as outlined in the attached Schedule A. Payments shall be made within fifteen (15) days of invoice receipt unless otherwise agreed in writing. Late payments may incur interest at a rate permitted under Canadian law. All fees are exclusive of applicable taxes, which shall be added as required by law.

CONFIDENTIALITY:

The Bookkeeper agrees to maintain strict confidentiality of all Client information obtained in connection with this Agreement. Confidential information shall not be disclosed to any third party without prior written consent of the Client, except as required by law or professional standards.

INDEPENDENT CONTRACTOR STATUS:

The Bookkeeper is an independent contractor and not an employee, partner, or agent of the Client. The Bookkeeper has no authority to enter into contracts or agreements on behalf of the Client.

LIABILITY AND INDEMNITY:

The Bookkeeper shall perform services with reasonable care and skill. However, the Bookkeeper is not liable for any indirect, consequential, or incidental damages arising out of or related to the services provided. The Client agrees to indemnify and hold harmless the Bookkeeper against any claims, losses, or damages arising from the Client's use of the bookkeeping services, except to the extent caused by the Bookkeeper's gross negligence or willful misconduct.

RECORDS AND ACCESS:

The Client shall provide the Bookkeeper with timely and complete access to all necessary financial records, documents, and information required to perform the services. The Bookkeeper shall maintain records in accordance with professional standards and applicable laws.

DISPUTE RESOLUTION:

Any dispute arising out of or in connection with this Agreement shall first be attempted to be resolved by mutual negotiation. If unresolved, the parties agree to submit the dispute to mediation before resorting to arbitration or litigation. This Agreement shall be governed by and construed in accordance with the laws of Canada and the province in which the Client's principal place of business is located.

GOVERNING LAW AND JURISDICTION:

This Agreement shall be governed by and construed in accordance with the laws of Canada and the applicable provincial laws. The parties irrevocably attorn to the exclusive jurisdiction of the courts of the province where the Client's principal place of business is located.

AMENDMENTS:

Any amendment or modification to this Agreement must be made in writing and signed by both parties.

ENTIRE AGREEMENT:

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

SERVICE PROVIDER SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

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