

ACCOUNT ON ME ACCOUNTING & BOOKKEEPING SERVICES AGREEMENT

Thank you for choosing Account on Me for your bookkeeping and accounting needs. This agreement outlines the terms and conditions governing our professional relationship and helps ensure a clear understanding of our mutual responsibilities.

1. **Scope of Services:** Account on Me will provide bookkeeping, accounting, and related financial services as agreed upon between the parties. Services may include, but are not limited to:

- Bookkeeping and transaction categorization
- Bank and credit card reconciliations
- Financial statement preparation
- Accounts payable and accounts receivable support
- Payroll processing (if selected)
- QuickBooks setup, cleanup, and maintenance
- Business consulting and financial guidance
- Other accounting-related services as requested

This agreement does not include tax preparation, tax planning, audits, reviews, compilations, forensic accounting, legal services, financial audits, or assurance services unless specifically agreed upon in writing.

2. **Client Responsibilities:** You are responsible for providing complete, accurate, and timely information necessary for the performance of services.

You agree to:

- Provide access to accounting software, bank accounts, payroll platforms, merchant accounts, and other financial records as necessary
- Submit requested documents and information in a timely manner
- Review all financial reports and statements for accuracy
- Notify Account on Me promptly of any errors, omissions, discrepancies, or concerns

We will rely on the information you provide and will not independently verify the accuracy, completeness, or authenticity of the information submitted.

3. **Professional Standards:** Our services are designed to assist you in maintaining accurate financial records and understanding your financial position. Our services are not intended to detect fraud, theft, embezzlement, illegal acts, or other irregularities.

If information comes to our attention that appears unusual or inconsistent, we may bring it to your attention; however, we are not responsible for identifying fraud or illegal activities.

4. **Financial Reports:** Any financial statements, reports, reconciliations, or other accounting records prepared by Account on Me are intended solely for your internal business use unless otherwise stated.

Reports and financial statements will not be released until all outstanding balances have been paid in full.

5. **Fees and Payment Terms:** Clients enrolled in recurring bookkeeping or accounting packages authorize recurring payments through PayPal or another approved payment processor.

Package services are billed according to the plan selected by the client and will automatically renew unless canceled by either party.

Clients not enrolled in recurring packages will receive monthly invoices after services have been completed. Payment is due immediately upon receipt.

Any balance unpaid after ten (10) days will incur a finance charge equal to five percent (5%) of the outstanding balance.

Any balance unpaid after thirty (30) days will incur an additional late fee of Twenty Dollars (\$20.00).

Account on Me reserves the right to suspend services, withhold reports, financial statements, reconciliations, and work product until all outstanding balances have been satisfied.

The client shall be responsible for all collection costs, attorney fees, court costs, and expenses incurred in collecting delinquent balances.

6. **Additional Services:** Services outside the scope of the selected package will be billed separately.

Additional billable services may include, but are not limited to:

- Payroll setup and processing
- QuickBooks setup
- QuickBooks cleanup and catch-up work
- Historical bookkeeping
- Business consultations

- Contract creation and business documentation
- Tax resolution assistance
- Additional reporting requests
- Special projects

Fees for additional services will be quoted separately and must be approved prior to commencement of work.

7. **New Client Requirements:** New clients requiring QuickBooks setup, QuickBooks cleanup, catch-up bookkeeping, or other onboarding services must prepay all setup fees before work begins.

New recurring accounting clients must prepay a minimum of two (2) months of service before onboarding can begin.

8. **Record Retention:** You are responsible for maintaining and retaining all original accounting records, receipts, invoices, bank statements, payroll records, tax documents, and supporting documentation.

Account on Me may retain electronic copies of documents for administrative purposes but is not responsible for maintaining permanent records on your behalf.

9. **Confidentiality:** All information provided by the client will be treated as confidential and will not be disclosed to third parties except as required by law or as necessary to perform the agreed-upon services.

10. **Limitation of Liability:** Account on Me's liability for any claim arising from services provided under this agreement shall be limited to the amount of fees paid for the specific services giving rise to the claim.

Under no circumstances shall Account on Me be liable for indirect, consequential, incidental, special, or punitive damages, including lost profits, business interruption, or lost business opportunities.

11. **Termination:** Either party may terminate this agreement at any time by providing written notice.

Termination does not relieve the client of responsibility for payment of services rendered prior to the effective date of termination.

Any outstanding balances must be paid in full before final records or work product will be released.

12. Acceptance of Agreement: By signing below, the client acknowledges that they have read, understood, and agree to the terms and conditions outlined in this Accounting & Bookkeeping Services Agreement.

Client Signature * _____ Date __/__/__

Accountant Signature * _____ Date __/__/__