

# BOOKKEEPING AGREEMENT

Acceptance by client constitutes a mutual understanding and agreement with all terms & engagement of Zachary Hellman (EA)  
*Work will not begin without signed Agreement on file*

CLIENT NAME(S): \_\_\_\_\_

This bookkeeping contract is entered into by and between Zachary Hellman (EA) and the above-named Client.

**WHEREAS** the Client wishes to retain EA for bookkeeping services,

**AND WHEREAS** the Client agrees to engage and compensate EA as an independent contractor for these services, and the EA agrees to provide such services,

**THEREFORE**, in consideration of the terms and conditions detailed in this bookkeeping contract, the receipt, understanding, and approval of which is duly acknowledged through electronic signature from the Client, all parties to this contract agree to the following:

## SERVICES PROVIDED

EA shall provide the following services to the Client:

- General Bookkeeping
- Financial Reporting
- Bank & Credit Card Account Reconciliation
- General Ledgers

## SERVICE RATES

The Client hereby agrees to compensate EA at the following rates for services rendered:

\$300 per month up to 100 transactions (additional fees will apply for transactions greater than 100, charged at a rate of \$50 per hour). A general price schedule is available at [www.taxpreptech.com](http://www.taxpreptech.com) but is subject to change without notice.

## PERFORMANCE

EA swears to perform all services to the highest standards as defined by the National Association of Enrolled Agents and Treasury Circular 230.

## MATERIAL & DATA ACCESS

The Client agrees to provide EA with full access (read-only banking access complete with login information) to all financial accounts and records under the scope of the bookkeeping agreement. Furthermore, the Client assumes full responsibility for the accuracy of existing financial records and is responsible for organizing and keeping receipts of all expenses, separate from the workpapers of the EA. EA will not audit or review the provided financial statements and, accordingly, will not express an opinion or provide any assurance on them. Bookkeeping is not a replacement for saving records and receipts to support deductions claimed on a tax return. The Client assumes all responsibility for retaining the necessary documents and records to substantiate any expenses claimed.

## CONTRACT TERM

This bookkeeping contract is considered effective as of the signature date and shall proceed on a month-to-month basis until cancelled by either party.

## INDEPENDENT CONTRACTOR

The Client agrees to engage EA as an independent contractor. EA shall not be considered an employee, broker, or agent of the client. EA shall be solely responsible for withholding any applicable taxes from payments made by the Client for services rendered under the terms of this bookkeeping contract.

## PAYMENT

EA shall provide an invoice to the Client for services rendered every 30 calendar days. Each invoice shall be paid in full by the Client and is due on receipt. Additional services will not be rendered until the prior invoice is paid in full. Payment may be made via cash, check, credit card, Venmo or PayPal™.

## CONFIDENTIALITY

EA agrees to hold all Client data and information as proprietary, sensitive, and confidential in nature. As such, EA shall not share such information with any party without express written consent from the Client, unless otherwise required to do so by law. At times EA engages third-party services for data entry purposes. EA goes to great lengths to protect Client data, however, EA will not be held liable for the actions of our outside service contractors.

## CONTRACT TERMINATION

Either party may cancel this bookkeeping contract by providing 30 days' written notice to the opposite party via certified mail. If this contract is cancelled, any services rendered (but not yet invoiced) will be invoiced per the payment terms of this agreement.

## LIABILITY

The Client agrees to indemnify and hold EA harmless against any and all claims of loss or damage, save for cases of EA's gross negligence or willful misconduct.

## DISPUTE RESOLUTION

Any dispute arising under this Agreement or relating to EA's services, including but not limited to disputes regarding fees, the scope of the engagement or professional malpractice, will be first submitted for non-binding mediation or alternative dispute resolution before litigation is filed. Litigation, if undertaken, shall be conducted in the County of Los Angeles, California according to California state law.

## ACCEPTANCE

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT CLIENT'S NAME

## ZACHARY HELLMAN, ENROLLED AGENT

5308 Range View Ave • Los Angeles, CA 90042 • Tel (347) 249-4990 • Fax (310) 734-1560 • [zack@taxpreptech.com](mailto:zack@taxpreptech.com) • [www.taxpreptech.com](http://www.taxpreptech.com)