



Finance/Bookkeeping Services Agreement

CQS Management Services (CQS)
8226 Stoney Brook Dr.
Chagrin Falls OH 44023

and

Dayton PHCC
617 E Dixie Dr
Dayton OH 45449

Scope of Services: CQS agrees to perform finance and bookkeeping services for Dayton PHCC. These services include, but are not limited to:

- Maintaining financial records
- Preparing financial statements
- Managing accounts payable and receivable
- Reconciling bank statements
- Providing monthly financial reports

Term: This Agreement shall commence on July 1, 2024, and continue on a month-to-month basis until terminated by either party with 30 days written notice.

Fees: Dayton PHCC agrees to pay CQS a monthly fee of \$300 for the services rendered. Payment is due on the first day of each month.

Confidentiality: CQS agrees to maintain the confidentiality of all financial and business information provided by Dayton PHCC and shall not disclose such information to any third party without Dayton PHCC's written consent, except as required by law.

Termination: Either party may terminate this Agreement with 30 days written notice to the other party. In the event of termination, Dayton PHCC agrees to pay for all services rendered up to the date of termination.

Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, or understandings of any kind.

Amendments: This Agreement may only be amended in writing and signed by both parties.

Signatures:

CQS Management Services

Dayton PHCC

Date

Date