



Oak & Orange Bookkeeping, Payroll & Business Solutions

Service Agreement

Parties

This Agreement is made on _____ (date), between Oak & Orange Bookkeeping, Payroll & Business Solutions ("Provider") of _____ and _____ ("Client") of _____.

Services Provided

Provider agrees to provide services including, but not limited to: - Bookkeeping (recording transactions, maintaining ledgers, reconciliations, reports) - Payroll processing (direct deposit, W-2/1099 filings, payroll tax deposits, new hire reporting) - Tax preparation (business & personal returns, sales tax filings, payroll tax filings) - Notary services (business contracts, real estate, estate planning, other documents)

Term

This Agreement shall begin on _____ (start date) and continue until _____ (end date), Unless renewed or terminated earlier by written notice.

Compensation

The Client agrees to pay Provider \$_____ per ☐ hour ☐ month ☐ project. Payments shall be made by _____ and are due on or before _____ (date). Late payments may incur a fee of \$_____.

Confidentiality

Provider agrees to keep all financial records, business information, and client data strictly confidential and shall not disclose such information without Client's written consent.

Client Responsibilities

The Client agrees to: - Provide accurate and timely financial documents, receipts, and account information. - Be responsible for errors caused by incomplete or inaccurate information.

Termination

Either party may terminate this Agreement with _____ days' written notice. Client is responsible for all services rendered up to the termination date.

Governing Law

This Agreement shall be governed by the laws of the State of Florida.

Signatures

Provider Signature: _____ Date: _____

Client Signature: _____ Date: _____