**BOOKKEEPING SERVICES AGREEMENT**

1. **The Parties**. This Bookkeeping Services Agreement is made and entered into on March-, 2024 by and between:

**WeCount 4U Financial Services** with a mailing address of **1313-99 Shahi Street**, **Winnipeg, Manitoba R3Y 1Z8**

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a mailing address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, province \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Whereas the Client and Bookkeeper (“Parties”) agree to the following terms and conditions for the Bookkeeper’s services, as an independent contractor, in exchange for fees:

1. **Services**. The Bookkeeper agrees to provide the following services: (check all that apply

☑ - Accounts Payable

☑- Accounts Receivable

☑- GST/ HST Filing

☑- PST Filing

☑- Bank Reconciliation

☑- Bill Payment

☑- Customized Reports

☑- Financial Statements

☑- General Bookkeeping

The selections shall be referred to as the “Services”. The Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Bookkeeper shall, always, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations, and procedures when completing their Services in accordance with this Agreement.

1. **Fees**. The Client agrees to pay the Bookkeeper: (check one)

☐ - **Per Hour**. $\_\_\_\_ / hour for providing the Services.

☐- **Fixed Amount**. $300 plus Tax as the total amount for Monthly Services.

☐ - **Other**. \_any additional service with charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Payment**. The Client shall pay the Bookkeeper: (check one)

☐ - **Recurring Payment**. Paid every ☐ week ☐ bi-week ☐month ☐ quarter ☐ year.

☐ - **Upon Completion**. Upon completion of the Services to the Client.

☐ - **Other**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Expenses**. The Client shall: (check one)

☐ - **Pay Expenses**. In addition to the Fees provided in Section II, the Client agrees to reimburse the Bookkeeper for any out-of-pocket expenses incurred that include, but are not limited to, travel expenses, audit fees, tax fees, and postage.

☐ - **Not Pay Expenses**. All expenses, including, but not limited to, travel expenses, audit fees, tax fees, and postage shall be the responsibility of the Bookkeeper.

1. **Retainer**. The Client shall: (check one)

☐ - **Pay a Retainer**. In the amount of $300 that shall act as an advanced payment on the Services provided by the Bookkeeper.

☐ - **Not Pay a Retainer**.

1. **Term**. The Term of this Agreement shall be: (check one)

☐ - **Ongoing Period**. The arrangement of the Services provided by the Bookkeeper shall be on-going beginning in ( )

☐ - **Other**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Termination**. This Agreement shall be: (check one)

☐- **Terminated by Both Parties Period**. By providing the other party with at least 15 days’ written notice.

☐ - **Terminated by Client ONLY**. By providing the Bookkeeper with 15 days’ written notice.

☐ - **Terminated by Bookkeeper ONLY**. By providing the Client with 15 days’ written notice.

Unless the Bookkeeper has not performed the Services in accordance with this Agreement, the Client shall pay the Bookkeeper, in-full, for any remaining balance owed following the termination of Services.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written.

**Client’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bookkeeper’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Wesam Mohammed