

AU-SG Absv09

## **Bookkeeping services agreement**

[Barbara Bookkeepers]

**And**

[Client name]





[illegible]

### 3. The Services and contract

3.1. For the payments specified and subject to the \_\_\_\_\_  
\_\_\_\_\_, [ \_\_\_\_\_ ] \_\_\_\_\_ (“  
\_\_\_\_\_ - \_\_\_\_\_ ):

[illegible][illegible]

3.1.3 issuing invoices and receipts, ■■■■■■, ■■■■■■  
■■■■■■■■■■■■■■■■■■■■;

[illegible]

**3.1.5 effecting monthly reconciliations ■■■■■■■■■■  
■■;**

[illegible][illegible][illegible][illegible]

### 3.1.10 [\[more...\]](#)

OR

3.2. For the payments specified and subject to the terms of this agreement,  
[ ]  
2  
.

3.3. The Services shall be provided so  
[ ] .

3.4. [Barbara] may enter into  
.

#### 4. The rate of remuneration and hours to be worked

4.1. For the Services, [Barbara]  
\$ [ ] .

4.2. Payment shall be made on  
.

OR

4.3. [Barbara] shall be paid the 2  
.

4.4. The days and hours to be worked in any week  
[ ] .

4.5. Goods and services  
.

#### 5. Warranties

5.1. The Client shall provide accurate, timely  
[ ] .

5.2. [Barbara] will provide a competent,  
:

- ## 6. Confidentiality

- ## 7. The Licence

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### 7.2.2 non-exclusive;

[illegible][illegible]

7.3. The fee for   
.

[illegible]

**7.5.** No express or implied licence of the Accounting ■■■■■  
■■■■■  
■■■■■ .

[illegible][illegible][illegible][illegible]

## 8. Limitation of liability

[illegible]







## 11. Miscellaneous matters

[illegible][illegible][illegible][illegible][illegible]

**11.6.**

It shall be deemed to have been delivered:

**■■■■■ : ■■■■■**

**■■■■ ;**

[illegible][illegible]

[illegible]

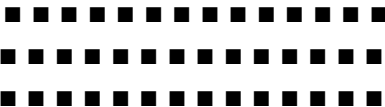
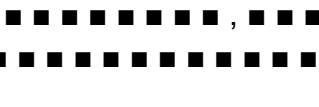






## **Schedule 1: Description of the Accounting Application**

## **Schedule 2: Description of the Services and Fee**

### Explanatory notes:

## Bookkeeping services agreement

### General note:

1. Many people who provide an accounting service at any level use some software or spreadsheet “widget” in connection with their client’s affairs. That may be a software “plug-in” to third party software or, more likely a spreadsheet application or macro. When the contractual relationship ends, it is all too easy for a client to assume that he has a .
2. The basic law does protect you to some extent, but it is far safer to use this agreement to make clear that you own the copyright in your work, and that your client is a mere licensee. If your client is unhappy .
3. Of course, it is vital to identify what is yours at the outset, no matter .
4. If you have no special software widget to bring to the contract, just .
5. For the sake of good order, we point out that this licence has no relevance to third party software. Of course, your .
6. We have used the name "Barbara" for bookkeeper firm throughout the document. It is for reference only. The best way to deal with this is to start by using find/  (  ) .

### Paragraph specific notes:

Notes numbering refers to paragraph numbers.

- ## 1. Definitions

[illegible][illegible][illegible]

If the specification of your proposed work is any longer than what we have provided here, it would be best to place it in a [REDACTED]  
[REDACTED]. [REDACTED]  
[REDACTED]. [REDACTED]  
[REDACTED]

We have no comments

We have also provided a place for you to set down the   
 -  .

## 6. Confidentiality

We have included this paragraph because a business has so many secrets which could easily be stolen that some safeguard

Remember to tie up this paragraph with the .....  
.....

## 7. The Licence

If you are \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_.

We have given you  $\frac{1}{2}$  of the total number of items.

## 8. Limitation of liability

We suggest no edits.

## 9. Infringement of rights in the Accounting Application

[illegible]

## 10. Termination

[illegible]

## 11. Miscellaneous matters

A number of .....  
.....

[illegible]

## Schedule 1 Description of the Accounting Application



It is .....  
.....

## Schedule 2 Description of the Services and fee

[illegible]

## End of notes