

IE-SGAbv09

Bookkeeping services agreement

[Barbara Bookkeepers]

And

[Client name]

This agreement is dated: [date]

It is made between [Barbara Bookkeepers]

Of [address] registered in Ireland, number [■ ■ ■ ■]. (“ ■ ■ ■ ■ ”)

And [name]

Of [registered office address] a company registered in Ireland, number [■ ■ ■ ■]. (■ ■ ■ ■ “ ■ ■ ■ ■ ”),

It is now agreed as follows:

1. Definitions

The following definitions apply in this agreement:

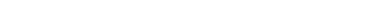
"Accounting Application" means a computerised application, accounting software, online web-based software programme
[enter short ■■■■]■■■■■■■■■■■■■■■■■■■■
■■■■■■■■■■■■■■■■■■■■ 1 .

[illegible]

"Intellectual Property" means the Accounting Application together with all rights that ■■■■■■■■■■■■■■■■■■■■■■■■
■■■.

[illegible]

"Working Week" means the period beginning on a [Monday ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■].

as 

- 3.3. The Services shall be provided so that the financial records are up to ■■■■■■■■■■ [■■■■]■■■■.
- 3.4. [Barbara] may enter into multiple contracts similar to this contract with many ■■■■■■■■■■

4. The rate of remuneration and hours to be worked

- 4.1. For the Services, [Barbara] shall be paid a fixed fee ■■■■ € [■■■■■
]■■■■■■■■.
- 4.2. Payment shall be made on or before the third day of ■■■■■■■■■■
■■■■■■■■■■■■■■■■■■■■.

OR

- [illegible]

5. Warranties

- 5.1. The Client shall provide accurate, timely and complete data and fully operational systems to [] .
- 5.2. [Barbara] will provide a competent, :
5.2.1 [name]'s ;
5.2.2 [Diploma in book keeping level 3];
5.2.3 [Accountancy for business level 4];
5.2.4 [more].

6. Confidentiality

- 6.1. Both parties are aware and agree that from [REDACTED]
[REDACTED]
[REDACTED].
- 6.2. They now undertake for themselves and every employee or sub-contractor whose services they may use both [REDACTED]
[REDACTED]
[REDACTED] ([REDACTED]
[REDACTED]
[REDACTED]) [REDACTED].
- 6.3. Without prejudice to the generality of the rest of this paragraph, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].
- 6.4. Each party hereby undertakes to the other to make all relevant employees, agents and [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].
- 6.5. [Barbara] agrees that she will process personal data as required by the Data Protection Act 2018 , [REDACTED] [3].
[REDACTED] , [REDACTED] - [REDACTED]
[REDACTED] [REDACTED]
[REDACTED].

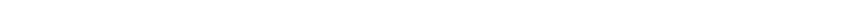
7. The Licence

- [illegible]

Schedule 1: Description of the Accounting Application

Schedule 2: Description of the Services and fee

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

3.8. 

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

4.1. ■■■■■■■■ [■■■■] ■■■■■■■■■■■■■■■■■■■■ - ■■■■■■■■■■■■ :

[illegible][illegible]

[illegible]

5.1. []'s , , []'s []'s .

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Appendix 1 to Schedule 3

Data Processing Activities

What [Barbara] may process in each category

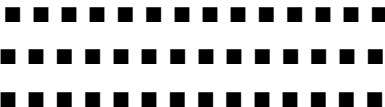
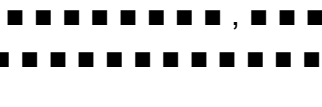






- [illegible]

■ [■ ■ ■ ■] ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
 ■ , ■ ■ ■ ■ [■ ■ ■ ■] ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
 ■ .

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

You should first decide on the contents of the document, then return to check what definitions are needed and whether they really ■■■■■■■■■■■■
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■.

[illegible][illegible][illegible]

2. Interpretation

[illegible]

3. The Services and contract

We have provided a list of services that ■■■■■■■■■■ . ■■■■■■
■■■■■■■■■■■■■■■■■■■■■ .

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 _____.

4. The rate of remuneration and hours to be worked

We have no comments

5. Warranties

[illegible]

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

6. Confidentiality

[illegible][illegible]

7. The Licence

If you are not using any software or ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■,
■■■■■■■■■■■■■■■■■■■.

We have given you what we regard as a
.....

8. Limitation of liability

We suggest no edits.

9. Infringement of rights in the Accounting Application

This paragraph .

.

10. Termination

[illegible]

11. Miscellaneous matters

A number of .

[illegible]

Schedule 1 Description of the Accounting Application

