Accounting Services Agreement

_____, referred to as ACCOUNTANT, and _____, referred to as CLIENT, agree:

ACCOUNTANT shall furnish accounting services to CLIENT, to be billed monthly at the standard rates for ACCOUNTANT and staff. The following services shall be provided by ACCOUNTANT:
_____

It is specifically agreed that the services to be rendered by the ACCOUNTANT shall not exceed $_____ in total billings during the first 12 months that services are rendered without the prior written approval of CLIENT, and ACCOUNTANT is specifically required to cease rendering services when the amount specified above is reached.

As a sign of good faith, CLIENT will advance ACCOUNTANT $_____ towards the first bill.

Dated: _____

_____
CLIENT

_____
ACCOUNTANT

Enc. Extra Copy for Signature

Accounting Services Agreement

Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This accounting services agreement should be signed in order to commit both the party and the service provider to the terms of your oral agreement. A signed agreement eliminates a number of potential problems for both parties.

1. Make multiple copies. Have both parties sign both, with each retaining one. By and large, accountants are the easiest and most amiable people and organizations to deal with. Nevertheless, it is still a good practice to have your agreement in writing.
2. As an accountant, you are well advised to get this simple signed agreement from a prospective client. You may also want to include a small advance. This is not an unreasonable request as long as it is small and related to the first assignment.