Bookkeeping Services Agreement

SAMPLE DOCUMENT: Harbor & Pine Design Studio and Ledgerline Bookkeeping LLC are made up. Not legal advice.

This Agreement is between **Ledgerline Bookkeeping LLC** ("Provider") and **Harbor & Pine Design Studio** ("Client"), effective November 1, 2026.

1. Services

Provider will reconcile Client's two bank accounts and one credit card each month, prepare a monthly profit and loss statement and balance sheet by the 15th of the following month, and send 1099 forms each January.

2. Fees

Client will pay $1,200 per month, invoiced on the 1st and due within 15 days. Fees increase by 8% on each anniversary of the Effective Date. Work outside Section 1 is billed at $150 per hour.

3. Late Payment

Unpaid invoices accrue a late fee of 2% per month. Provider may pause all work while any invoice is more than 30 days overdue.

4. Term and Renewal

The initial term is twelve (12) months. This Agreement renews automatically for successive twelve-month terms unless either party gives written notice at least sixty (60) days before the end of the current term.

5. Client Records

All books and records remain Client's property. On termination, Provider will return Client's records within ninety (90) days; preparing records for transfer is billed at the hourly rate in Section 2.

6. Limitation of Liability

Provider's total liability under this Agreement will not exceed the fees paid by Client in the three (3) months before the claim.

7. Confidentiality

Each party will keep the other's non-public information confidential and use it only to perform this Agreement.

Ledgerline Bookkeeping LLC

Harbor & Pine Design Studio