



MONTHLY BOOKKEEPING ENGAGEMENT AGREEMENT

This Engagement Agreement (“Agreement”) is entered into between B & D Bookkeeping LLC (“Bookkeeper”) and Client as of the date signed below.

1. SERVICES PROVIDED

Monthly bookkeeping services including transaction categorization, reconciliations, financial reports, and QuickBooks support.

2. CLIENT RESPONSIBILITIES

Client must provide accurate records and timely responses.

3. FEES & PAYMENT TERMS

Monthly Fee: \$_____ per month. Payment due prior to service.

4. QUICKBOOKS ACCESS AUTHORIZATION

Client authorizes access to QuickBooks for bookkeeping purposes.

5. CONFIDENTIALITY

All client information is confidential.

6. NO TAX OR LEGAL ADVICE

Bookkeeper does not provide tax or legal advice.

7. TERMINATION

Either party may terminate with written notice.

8. LIMITATION OF LIABILITY

Bookkeeper is not liable for inaccurate information provided by Client.

9. GOVERNING LAW

State of Florida.

SIGNATURES

Client Signature: _____ Date: _____

B & D Bookkeeping LLC

Authorized Representative: Tabitha Edwards-Walton

Signature: _____ Date: _____

B & D Bookkeeping LLC | balancedbydevotion@outlook.com | 850-669-2572