LANCE BOOKKEEPING SERVICES AGREEMENT

Client Name: ______________________ Contact Info: ______________________

Parties:

This Agreement is entered into by and between Lance Bookkeeping LLC ("Service Provider") and Client named above ("Client").

1. Services Provided:

Service Provider shall provide bookkeeping services including but not limited to transaction recording, reconciliation, financial reporting, and tax preparation assistance as requested by Client and agreed upon by both parties.

2. Client Responsibilities:

Client shall provide timely and accurate financial information and documentation necessary for Service Provider to perform services. Client is responsible for the safekeeping of original financial records.

3. Fees and Payment Terms:

Client agrees to pay Service Provider fees as outlined in the attached Schedule A. Payment is due upon receipt of invoice and late payments may incur interest at the rate of 1.5% per month or the maximum permitted by law.

4. Term and Termination:

This Agreement shall commence on the effective date of signing and continue until terminated by either party upon 30 days prior written notice. Termination does not relieve Client of obligation to pay for services rendered.

5. Confidentiality:

Service Provider agrees to keep all Client information confidential and shall not disclose such information to any third parties except as required by law or with Client's prior written consent.

6. Limitation of Liability:

Service Provider shall not be liable for any indirect, incidental, consequential, or punitive damages arising out of or relating to this Agreement. Service Provider's total liability under this Agreement shall not exceed the fees paid by Client.

7. Indemnification:

Client agrees to indemnify and hold harmless Service Provider from any claims, damages, or expenses arising from Client's negligence, fraud, or misrepresentation.

8. Governing Law and Dispute Resolution:

This Agreement shall be governed by and construed in accordance with the laws of the United States and the State applicable to Client's residence or primary business location. Any disputes arising hereunder shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.

9. Entire Agreement:

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements, whether written or oral, relating to the subject matter herein. Amendments must be in writing and signed by both parties.

10. Severability:

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

11. Notices:

All notices required or permitted under this Agreement shall be in writing and deemed delivered when sent by certified mail or email to the addresses provided by the parties.

12. Signatures and Execution:

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together constitute one agreement. Electronic signatures shall be deemed as valid and enforceable as original signatures.

CLIENT SIGNATURE	**SERVICE PROVIDER SIGNATURE**
Signature: ___________________________	Signature: ___________________________