



BOOKKEEPING SERVICE AGREEMENT

Agreement made, effective as of the _____ day of _____, 20____, between _____, and JTBS Business Solutions, Inc., a business organized and existing under the laws of the State of Texas with its principal office located at 1451 W Business 380 Suite 2B, Decatur, TX 76234, referred to hereinafter as “Bookkeeper”, and _____, referred to hereinafter as “Client”.

TERM OF AGREEMENT

The term of agreement shall be for a period of ONE YEAR. Beginning on the _____ day of _____, 20____, and terminating on the _____ day of _____, 20____. Upon completion of said term, account will be reviewed and a New Agreement will be signed and put into effect.

RECITALS

- A. Bookkeeper is engaged in the business of Bookkeeping and Tax Preparation.
- B. Bookkeeper is experienced in the Profession of Bookkeeping and Tax Preparation. Client is willing to retain Bookkeeper, and Bookkeeper is willing to perform all duties, according to the terms and conditions set forth in this agreement. In consideration of the matters described above, and of the mutual benefits and obligations set forth in this agreement, the client agrees to the following areas by placing an (X) and initialing:

Client shall be responsible for payment of all agreed upon services as discussed and Bookkeeper shall accept from Client, in full payment for Bookkeeper’s services under this agreement, compensation at the rate of \$50.00 per hour billed at 15 minute intervals, payable (weekly, bi-weekly or monthly) as agreed upon herein for the term of this agreement.



Client, please place an X in the box or boxes below and initial the same.

Client/JTBS

- All clients are required to pay a minimum Non-Refundable Retainer (deposit) in the amount of \$_____. (amount dependent upon complexity of account) _____
- While in office or on location client will be billed at a rate of \$50.00 per hour. (minimum of .25 hours (15 minutes)) _____
- When entering prior year banking data, a fee of \$1.25 will be charged per transaction. _____
- Tax preparation is an additional charge; it is not included in the fee structure of this agreement. _____
- Client agrees to pay all billable hours invoiced by JTBS on the first day of the period specified: **MONTHLY** _____
- Client agrees to allow JTBS to auto debit account for monthly payment. _____

BEST EFFORTS OF BOOKKEEPER

Such duties shall be rendered at:

DUTIES OF ON-SITE BOOKKEEPER

Bookkeeper shall perform the following duties customarily performed by one holding such position in other, same, or similar businesses or enterprises engaged in by a Bookkeeper:

- Credit card update and reconciliation
- Accounts receivable
- Bank account update and reconciliation
- Accounts payable
- Payroll
- Payroll taxes
- Quarterly, Annually Reports (i.e., IRS 940, IRS 941, TWC C3)
- Setup On-line Tax transfer (TWC and EFTPS)



CLIENT DUTIES AND RESPONSIBILITIES

Client shall at all times be in compliance with the State and Federal Laws of the Internal Revenue Service and Wage and Hour. _____

Client agrees that payroll and Federal tax liabilities shall be paid before any other expenses that client may be responsible for. _____

This applies to on-site clients only

Client agrees to purchase any and all equipment, hardware, software, licensing and subscriptions necessary for Bookkeeper to perform the bookkeeping duties set forth in this agreement. (i.e., Computer with Microsoft XP, DSL internet service, paper products, postage, and QuickBooks Pro or Premier for the current year.) _____

** On-Site means our Bookkeeping Professional will perform services at the client's place of business.*

TRADE SECRETS

Bookkeeper shall not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm, corporation, or other entity any information concerning any matters affecting or relating to the business of Client, including but not limited to any of its customers, the prices it obtains or has obtained from the sale of, or at which it sells or has sold, its products, or any other information concerning the business of Client, its manner of operation, its plans, processes, or other data without regard to whether all of the above stated matters will be deemed confidential, material, or important.

Bookkeeper and Client specifically and expressly stipulate that any breach of the terms of this section shall be a material breach of this agreement.



TERMS OUTSIDE OF AGREEMENT

This agreement represents the complete agreement for Bookkeeping Services between the parties and shall, as of the effective date of this agreement, supersede any and all prior oral or written agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this agreement or any representations including the execution and delivery of this agreement except such representations as are specifically set forth in this agreement, and each of the parties acknowledges that they relied on their own judgment in entering into this agreement. The parties further acknowledge that any payments or representations that may have been made by either of them prior to the effective date of this agreement are of no effect.

MODIFICATION OF AGREEMENT

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in writing by each party or an authorized representative of either party, to include signatures and date executed.

TERMINATION

This agreement may be terminated by either party after 30 days of written notice. If Client shall so terminate this agreement, Bookkeeper shall be entitled to compensation for any and all fees for software and/or licensing subscriptions that Bookkeeper has incurred on behalf of the Client. (i.e., QuickBooks payroll service) Also, any Retainer fee will be forfeited.

EFFECT OF PARTIAL INVALIDITY

The invalidity of any portion of this agreement shall not affect the validity of any other provision contained herein. In the event that any provision of this agreement is held to be invalid, the parties agree that the remaining provisions shall remain in full force and effect.



CHOICE OF LAW

It is the intention of both parties to this agreement that this agreement and the performance under this agreement, and all suits and special proceedings under this agreement, be construed in accordance with and under and pursuant to the laws of the State of Texas and that, in any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of Texas shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

ATTORNEY FEES

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, all costs and reasonable attorney fees.



ACKNOWLEDGEMENT

In witness of the above, each party to this agreement has caused it to be executed at JTBS Business Solutions, Inc., located at 1451 W Business 380 Suite 2B, Decatur, TX 76234, on the date indicated below.

Client Signature

JTBS Representative Signature

Client Print Name

JTBS Rep Print Name

Title

Title

Date

Date

Note: All written correspondence will be mailed to the address listed below:

Client mailing address:



Addition to Bookkeepers Agreement:

I _____ (Company Name) swear, to the best of my knowledge, that all information given to JTBS Business Solutions, Inc. is TRUE.

I _____ (Company Name) take full responsibility for all liabilities.

Signature _____
Client

Date _____

Signature _____
Jacqueline Guin

Date _____