



STANDARD SERVICES AGREEMENT

This Standard Services Agreement (hereinafter referred to as “Agreement”) for professional services is effective as of the date defined in Article 4 of the Agreement and is between _____ (hereinafter referred to as “Client”) and Dougherty Accounts (hereinafter referred to as “Contractor”).

To document the understanding between Client and Contractor as to the professional services to be rendered, both said business entities are entering into this Agreement. To avoid any misunderstandings, this Agreement defines the services that Contractor may provide to Client, as well both parties’ responsibilities.

Article 1. Standard Services Definition and Rate

Standard Services are defined as professional recurring bookkeeping services of which Contractor provides to Client. The Standard Services rate of \$60 per hour is charged for work done in the Client’s place of business or services provided out of the Contractor’s offices. Standard Services are provided directly to Client and may not be subcontracted by Client to any other entity. Standard Services rendered may include, but are not limited to:

- | | | |
|------------------------------------|-----------------------------------|--------------------------------------|
| Accounts Payable processing | Accounts Receivable & collections | Cash management & tracking |
| Data entry & transaction recording | General Ledger adjustments | Bank/credit card/loan reconciliation |
| Financial reporting | Sales and Use Tax preparation | Year-End preparation and closing |
| Document & template design | Consulting and guidance | CPA liaison services |

Article 2. Confidentiality and Security

All information received is treated with confidentiality and respect. Records that may be taken off Client premises are stored securely. All electronic records are on a secure computer system with a password and multiple firewall protection.

Article 3. Access to Financial Information

To uphold internal confidentially practices, Client is to provide a list of personnel that are allowed access to or are restricted from financial information and is responsible for notifying Contractor of any changes.

Name and Title	Access Level Granted	Instructions
_____	Full / Limited / Restricted	_____
_____	Full / Limited / Restricted	_____
_____	Full / Limited / Restricted	_____
_____	Full / Limited / Restricted	_____
_____	Full / Limited / Restricted	_____
_____	Full / Limited / Restricted	_____

_____ Client initials
_____ Contractor initials



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Article 4. Standard Services Terms

Standard Services will begin _____ and will be provided on a weekly / biweekly / monthly basis (circle one). Contractor intends to commit _____ Standard Service hours to Client per week / two weeks / month (circle one). Client will be billed for a minimum of 2 hours per week / 3 hours per two weeks / 4 hours per month (circle one) at the Standard Services rate of \$60 per hour. Special projects in addition may be subject to the Interim Services rate of \$75 per hour with prior notification.

Article 5. Payment Terms

Invoices are due upon receipt. In the event that an invoice becomes 30 days past due, services will cease and a 2% interest charge will incur per month until the account is settled in full. All invoices billed to date must be paid in full before services resume. Payment not honored by the bank will incur a returned check fee of \$30.

Article 6. Property Rights

Documents, forms, and templates created and provided by Contractor are fully the property of Contractor and may be used at the discretion of Contractor at any given time with any and all clients. Client will have use of Contractor's documents, forms, and templates during the Agreement period. Documents, forms, and templates requested and paid for by Client are the property of Client and may be used at the discretion of Client at any given time, which may be detailed in a separate agreement. Contractor has the right to refuse exclusiveness and Client will not be charged for creation or maintenance of documents, forms, or templates in this case.

Article 7. Termination

It is understood that either party may termination this Agreement, for any reason, with written notification.

Client Business Name

Client Name and Title

Client Signature

Date

Katherine Dougherty, Dougherty Accounts

Date