

Terms and Conditions Effective Date:01/01/2025 These Terms and Conditions govern the use of bookkeeping services provided by [Pauley Bookkeeping LLC] ("Company," "we," "our," or "us"). By engaging our services, you ("Client," "you," or "your") agree to the terms outlined below. Please read these terms carefully.

1. Services Provided

1.1. Scope of Services: Pauley Bookkeeping LLC provides bookkeeping services, including but not limited to: • Recording and categorizing financial transactions • Bank and credit card reconciliations • Preparation of financial reports (e.g., profit and loss, balance sheets) • Maintaining accurate and up-to-date financial records

1.2. Exclusions: The services provided do not include payroll processing, tax preparation, or filing services. Any additional services beyond bookkeeping must be explicitly agreed upon in writing.

2. Client Responsibilities

2.1. Provision of Information: The Client agrees to provide all necessary documentation, records, and financial data required to perform bookkeeping services in a timely and accurate manner. 2.2. Accuracy of Information: The Client is responsible for the accuracy and completeness of all information provided.

Pauley Bookkeeping LLC will not be held liable for errors or omissions resulting from inaccurate or incomplete data supplied by the Client. 2.3. Compliance: The Client is responsible for compliance with all applicable tax laws, regulations, and government filings. Pauley Bookkeeping LLC will not act as a tax advisor or filing agent.

3. Fees and Payment Terms

3.1. Fee Structure: Fees for services will be outlined in the engagement letter or invoice provided to the Client. 3.2. Payment Terms: • Payments are due within [e.g., 15 or 30] days of the invoice date.

• Late payments may be subject to a [e.g., 5%] late fee per month. 3.3. Additional Costs: The Client agrees to reimburse [Your LLC Name] for any reasonable out-of-pocket expenses incurred during the provision of services, such as software fees or document courier costs, with prior approval.

4. Confidentiality

4.1. Non-Disclosure: Pauley Bookkeeping LLC agrees to keep all Client information confidential and will not disclose it to any third party without prior written consent,

except as required by law. 4.2. Data Protection: The Company will take reasonable measures to protect the confidentiality and security of the Client's financial data.

5. Limitation of Liability

5.1. No Guarantee: Pauley Bookkeeping LLC does not guarantee specific financial outcomes and is not liable for decisions made by the Client based on the services provided. 5.2. Liability Cap: In no event will Pauley bookkeeping LLC's liability exceeds the total fees paid by the Client for services rendered in the [e.g., past 12 months].

6. Termination

6.1. Termination by Either Party: Either party may terminate the agreement with [e.g., 15 days'] written notice. 6.2. Payment Upon Termination: The Client agrees to pay for all services rendered up to the termination date, including any outstanding fees or reimbursements.

7. Governing Law

These Terms and Conditions are governed by the laws of the State of [Your State]. Any disputes will be resolved in the courts located in [Your County/City, State].

8. Amendments

Pauley Bookkeeping LLC reserves the right to amend these Terms and Conditions at any time. Clients will be notified of any material changes before they take effect. Continued use of our services constitutes acceptance of the updated terms.

9. Entire Agreement

These Terms and Conditions, together with any written engagement letter, constitute the entire agreement between [Your LLC Name] and the Client and supersede any prior agreements or understandings.

Contact Us If you have any questions about these Terms and Conditions, please contact us: Pauley Bookkeeping LLC, Office@pauleybookkeeping.com