

# Service Agreement

**Date:** [Insert Date]

**Client:** [Client Name]

**Address:** [Client Address]

**City, State, Zip:** [Client City, State, Zip]

**Service Provider:** [Your Company Name]

**Address:** [Your Company Address]

**City, State, Zip:** [Your Company City, State, Zip]

## 1. Scope of Services

The Service Provider agrees to perform the following auditing services for the Client:

- Financial statement audits
- Compliance audits
- Consultation on financial practices

## 2. Term of Agreement

This Agreement will commence on [Start Date] and will continue until [End Date] or until terminated by either party with [Notice Period] notice.

## 3. Compensation

The Client agrees to pay the Service Provider a total fee of \$[Amount] for the services rendered, payable based on the following schedule:

- Initial deposit: \$[Deposit Amount]
- Final payment: \$[Final Amount] upon completion of services

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding all financial and personal information exchanged during the course of this agreement.

## 5. Governing Law

This Agreement shall be governed by the laws of the state of [State].

## 6. Acceptance of Terms

By signing below, both parties agree to the terms outlined in this Service Agreement.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Service Provider Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_