



## Sturup Thompson & Associates June 19, 2025

### Introduction

This Bookkeeping Services Agreement ("Agreement") is made and entered into on the 19th of June, 2025 by and between: **Whitney B. Fowler** ("Bookkeeper") Nassau, Bahamas AND **Sturup Thompson & Associates** ("Client"). Whereas, the Client and Bookkeeper ("Parties") agree to the following terms and conditions for the Accountant's services, as an independent contractor, in exchange for fees:

### 1. Services

The Accountant agrees to provide the following services:

- ☐ - Accounts Payable
- ☐ - Accounts Receivable
- ☐ - Audit Work
- ☐ - Bank Reconciliation
- ☐ - Bill Payment
- ☐ - Budget Preparation
- ☐ - Customized Reports
- ☐ - Detailed General Ledgers
- ☐ - Financial Statements
- ☐ - General Bookkeeping
- ☐ - Payroll and Check Registers
- ☐ - Tax Filing

The aforementioned shall be referred to as the "Services". The Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Accountant shall, at all times, observe and comply with generally accepted bookkeeping and accounting practices and standards, while adhering to all applicable national laws, regional regulations, and professional procedures in the completion of their Services under this Agreement.

### 2. Fees

The Client agrees to pay the Bookkeeper:

- ☐ - **Quickbooks Set up \$2,000.00**  
**Monthly Bookkeeping Service \$800.00**

### 3. Payment

The Client shall pay the Bookkeeper: (check one)

**Recurring Payment: Paid**

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Quarterly

- **Quickbooks set up, a deposit of 50% is required to start.**

#### 4. Expenses

The Parties acknowledge and agree that the Client will reimburse any expenses that involve completion of the scope of work, including but not limited to software fees, filing fees, and postage. The Bookkeeper will submit proof of purchase or receipts to the client for all reimbursable expenses.

#### 5. Deposit

☐ - Pay a Deposit in the amount of **\$1,000.00** that shall act as an advanced payment on the Services provided by the Bookkeeper.

#### 6. Term

The term of this agreement is as follows:

☐ - Fixed Time-Period. ***Starting 1st July, 2025 and ending 30<sup>th</sup> of September, 2025.***

#### 7. Termination

This Agreement shall be: (check one)

- ☐ - Terminated by Both Parties. By providing the other party at least **14 days'** written notice.
- ☐ - Terminated by Client ONLY. By providing the Accountant **14 days'** written notice.
- ☐ - Terminated by Bookkeeper ONLY. By providing the Client **14 days'** written notice.

Unless the Bookkeeper has not performed the Services in accordance with this Agreement, the Client shall pay the Bookkeeper, in-full, for any remaining balance owed following the termination of Services.

Financial Peace of Mind

#### 8. Clients' Obligations

The Client shall be solely responsible for providing the Bookkeeper all financial information related to their personal and/or business affairs including, but not limited to, all materials, data, and documents necessary to perform the Services under this Agreement. The Client acknowledges and agrees that the accuracy of financial information supplied to the Bookkeeper is the sole responsibility of the Client and the Accountant shall be held harmless from any liability resulting from the accuracy of the financial information provided.

#### 9. Employment Status

The Parties agree that the Bookkeeper shall provide the Services to the Client as an independent contractor and shall not be acting or determined to be an employee, agent, or broker.

## 10. Confidentiality

The Bookkeeper, shall in the course of performing the Services hereunder, may gain access to certain confidential or proprietary information of the Client. Such “Confidential Information” shall include all information concerning the business, affairs, products, marketing, systems, technology, customers, end-users, financial affairs, accounting, statistical data, documents, discussion, or other information developed by the Bookkeeper hereunder and any other proprietary and trade secret information of the Client whether in oral, graphic, electronic or machine-readable form. The Bookkeeper agrees to hold all such Confidential Information of the Client in strict confidence and shall not, without the express prior written permission of the client, disclose such Confidential Information to third (3rd) parties or use such Confidential Information for any purposes whatsoever, other than the performance of its obligations hereunder. The obligations under this section shall survive the termination or expiration of this Agreement.

## 11. Entire Agreement

This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior or contemporaneous representations, discussions, proposals, negotiations, conditions, communications, and agreements, whether written or oral, between the parties relating to the subject matter hereof and all past courses of dealing or industry custom. No modification of or amendment to this Agreement shall be effective unless in writing and signed by each of the Parties.

<b>[Bookkeeper]</b>		
Whitney <b>[First name]</b>	Fowler <b>[Last name]</b>	The Wellness Brands - <b>Bookkeep Solutions</b> [Company & Title]

<b>[Client]</b>		
_____ <b>[First name]</b>	_____ <b>[Last name]</b>	_____ <b>[Company &amp; Title]</b>