



BOOKKEEPING SERVICES AGREEMENT

Vaughn Financial Services LLC

Effective Date: Upon Purchase and Acceptance at Checkout

By purchasing any service or subscription plan from Vaughn Financial Services LLC ("Company"), Client agrees to the following:

1. Scope of Services

Vaughn Financial Services LLC ("Company") provides virtual bookkeeping services exclusively utilizing QuickBooks Online. Services are limited to the specific plan selected by Client at checkout. Any services beyond plan limits (including transaction thresholds, account limits, payroll journal entry limits, or sales tax state limits) may require an upgrade or additional written agreement.

2. Excluded Services

The Company does not provide payroll processing, tax preparation, CPA advisory services, audit services, legal advice, or sales tax filing and remittance unless expressly stated in a written agreement. All financial reports and summaries are informational in nature and do not constitute professional tax or legal advice.

3. Payment Terms & Grace Period

Monthly subscriptions are billed in advance and automatically renew on a recurring monthly basis until canceled by Client in accordance with this Agreement. One-time services require full payment prior to commencement.

If payment fails, Client is granted a three (3) calendar day grace period to resolve the failed payment. If payment is not resolved within the grace period, services will be paused until payment is received. The Company reserves the right to terminate services for continued non-payment.

By completing checkout, Client expressly authorizes Vaughn Financial Services LLC to charge the selected payment method on a recurring monthly basis for the selected plan until canceled.

4. Client Responsibilities

Client agrees to provide accurate financial information, timely documentation, and required system access (including QuickBooks Online Accountant access and view-only bank/credit card access where applicable). Delays caused by failure to provide access or documentation may extend service timelines.

5. Data Accuracy & Reliance

The Company relies on information provided by Client. The Company is not responsible for errors, penalties, or compliance issues resulting from incomplete, inaccurate, or late information provided by Client.

6. Confidentiality

The Company will maintain confidentiality of Client information and utilize secure cloudbased systems. However, Client acknowledges that no electronic transmission is 100% secure.

7. Cancellation & Refunds

Monthly services may be canceled prior to the next billing cycle. One-time services and cleanup projects are non-refundable once work has commenced.

8. Limitation of Liability

In no event shall the Company's liability exceed the total fees paid by Client during the thirty (30) days preceding the event giving rise to the claim. The Company shall not be liable for indirect, incidental, or consequential damages.

9. Independent Contractor Status

The Company operates as an independent contractor and is not an employee of Client.

10. Governing Law

This Agreement shall be governed by the laws of the State of Iowa.

11. Acceptance

By completing checkout and submitting payment, Client acknowledges and agrees to the terms of this Agreement.