

BOOKKEEPING SERVICES AGREEMENT

Vaughn Financial Services LLC



Effective Date: Upon Purchase and Acceptance at Checkout

By purchasing a service or monthly bookkeeping plan from Vaughn Financial Services LLC ("Company"), the purchaser ("Client") agrees to the following terms:

1. Scope of Services

The Company provides virtual monthly bookkeeping, bookkeeping cleanup, and accounting software setup services.

Services may be provided through the Client's existing accounting program or another compatible program. Services are limited to the description, features, activity levels, and scope of the plan or service selected at checkout.

Any assessment result is a recommendation based on the answers provided by the Client. It does not guarantee that the recommended service will address every need of the Client's business.

After purchase and onboarding, the Company will review the information provided and confirm software compatibility and the scope of the selected service before work begins.

If additional work, a different service, or a price adjustment is needed, the Company will explain the recommended change before performing work outside the purchased scope.

2. Software Compatibility and Service Acceptance

The Company does not guarantee compatibility with every accounting program, integration, or business system.

If the Company determines before work begins that it cannot reasonably provide the purchased service, it may recommend a different service, propose a revised scope and price, or decline the engagement and refund the payment.

The Company is not responsible for limitations, outages, errors, fees, or changes caused by third-party software or service providers.

3. Excluded Services

Unless expressly included in a written service description or separate written agreement, the Company does not provide:

- Payroll processing
- Tax preparation or tax advice
- Sales tax filing or remittance
- CPA advisory or assurance services
- Audits, reviews, or compilations
- Legal advice
- Investment or financial-planning advice

Financial reports and bookkeeping summaries are provided for informational and recordkeeping purposes and do not constitute tax, legal, or financial advice.

4. Payment Terms

Monthly bookkeeping plans are billed in advance and automatically renew each month until canceled in accordance with this Agreement.

One-time cleanup and accounting software setup services require full payment before work begins.

By completing checkout, the Client authorizes the Company and its payment provider to charge the selected payment method for the purchased service. For monthly plans, this authorization continues until the plan is canceled.

If a recurring payment fails, the Client will have three calendar days to resolve it. If payment is not received within that period, services may be paused or terminated.

5. Client Responsibilities

The Client agrees to:

- Provide complete and accurate financial information
- Provide requested documents and explanations on time
- Provide authorized user access to the applicable accounting program and connected systems
- Provide view-only bank or credit-card access when required and available
- Maintain secure passwords and protect account credentials
- Notify the Company promptly of suspected unauthorized access
- Review reports and inform the Company of known errors or missing information

The Client should provide authorized user access instead of sharing personal passwords whenever the applicable system permits it.

Delays in receiving information, documentation, approvals, or system access may extend service timelines.

6. Data Accuracy and Client Reliance

The Company relies on the information and documentation provided by the Client and does not independently verify every transaction or document.

The Company is not responsible for errors, penalties, reporting issues, or compliance problems caused by incomplete, inaccurate, misleading, or late information supplied by the Client or a third party.

The Client remains responsible for the business's financial decisions, legal compliance, tax filings, payroll filings, sales tax filings, and payment obligations.

7. Confidentiality and Privacy

The Company will maintain the confidentiality of Client information and use commercially reasonable safeguards when handling Client records.

Information may be processed through compatible accounting programs and other third-party providers used for payment processing, payroll integration, bank connections, communication, document sharing, cloud storage, and website operation.

No electronic transmission or storage system can guarantee absolute security. The Company's handling of personal information is also governed by its posted Privacy Policy, which is incorporated into this Agreement by reference.

8. Service Timelines

Any estimated completion date depends on the Client providing timely information, documentation, access, and responses.

The Company is not responsible for delays caused by the Client, third-party software, financial institutions, government agencies, service outages, or circumstances outside the Company's reasonable control.

9. Cancellation and Refunds

Monthly bookkeeping plans may be canceled before the next billing date. Cancellation prevents the next recurring charge but does not automatically provide a refund for the current billing period after work has begun.

One-time cleanup and setup services may be canceled before work begins. Once work has begun, payments for one-time services are non-refundable except when otherwise required by law or agreed to in writing by the Company.

If the Company determines before work begins that the purchased service cannot reasonably be provided, the Company may offer an alternative service or issue a refund.

10. Termination

Either party may terminate the service relationship in accordance with the cancellation terms in this Agreement.

The Company may immediately pause or terminate services for nonpayment, failure to provide required information or access, misuse of services, suspected unlawful activity, abusive conduct, or a material violation of this Agreement.

The Client remains responsible for charges incurred before termination.

11. Limitation of Liability

To the fullest extent permitted by law, the Company will not be liable for indirect, incidental, special, punitive, or consequential damages, including lost profits, lost business opportunities, or losses caused by third-party systems.

The Company's total liability arising from a service will not exceed the fees paid by the Client for the specific service giving rise to the claim.

12. Independent Contractor

The Company provides services as an independent contractor and is not an employee, partner, agent, or joint venturer of the Client.

13. Business Use and Governing Law

Client represents that the services are being purchased for business or commercial purposes and not primarily for personal, family, or household use.

This Agreement is governed by the laws of the State of Iowa, without regard to conflict-of-law principles, except where another jurisdiction's mandatory law applies and cannot legally be waived.

The Company and Client agree to comply with federal, state, and local laws that apply to their respective responsibilities under this Agreement.

If any provision of this Agreement is found unenforceable, the remaining provisions will continue in effect.

14. Entire Agreement and Changes

This Agreement, the selected service description, applicable checkout terms, and the Privacy Policy constitute the agreement between the Company and Client regarding the purchased service.

Changes to the service scope or pricing must be communicated and accepted in writing, including by email or electronic confirmation.

15. Acceptance

By completing checkout and submitting payment, the Client acknowledges that the Client has reviewed, understood, and agreed to this Bookkeeping Services Agreement.