

PW Bookkeeping

Catered To Your Needs!

GENERAL CONTRACT FOR SERVICES

This Contract for Services is made effective as of _____ by and between _____
and PW Bookkeeping of PO Box 1535, Clackamas, Oregon 97015.

1. DESCRIPTION OF SERVICES. Beginning on _____ PW Bookkeeping will provide to _____ the following services (collectively, the "Services"):

Bookkeeping and Accounting Including:

1. Accounting for all applicable data provided
2. Financial Reports
3. Reconciliation of Applicable Bank Accounts, Trust Accounts, Credit Cards, Asset & Liability Accounts, Customer and Vendor Accounts when requested and agreed upon.
4. Accounting and Reconciliation of Payroll processed through third party payroll service.
5. Consultation regarding financials when requested
6. Accounts Payable functions either per regular schedule or when requested and agreed upon.
7. Other Accounting, Bookkeeping, Payroll and/or Consulting Services when requested and agreed upon.

2. PAYMENT. Payment shall be made to PW Bookkeeping, Clackamas, Oregon 97015. PPG Property Management, LLC agrees to pay PW Bookkeeping as follows:

Payment is Due Upon Receipt of Invoice. PW Bookkeeping reserves the right to keep on file a valid debit or credit card on file to be charged for any past due balance older than ten (10) days past the original due date reflected on the invoice.