

Terms and Conditions

Welcome to **KE Bookkeeping**. By accessing or using our website and services, you agree to be bound by the following terms and conditions. Please read these carefully before engaging with our services.

1. Services Provided

KE Bookkeeping offers professional bookkeeping and accounting services including transaction recording, bank reconciliations, financial reporting, payroll processing, tax preparation assistance, and financial advisory. All services comply with industry standards and applicable regulations.

2. Client Obligations

Clients must provide accurate, complete, and timely financial data and documents necessary for service delivery. Failure to do so may cause delays, inaccuracies, or additional fees.

3. Confidentiality & Data Security

We prioritize your privacy and secure handling of financial information. KE Bookkeeping implements strict data protection protocols and complies with applicable privacy laws. We do not share client data with third parties without consent unless required by law.

4. Fees and Payment Terms

Service fees are as outlined in your agreement or invoice. Payments are due within **7 days** of invoice receipt. Late payments may incur interest at **2% per month** and could result in service suspension until payment is made.

5. Limitation of Liability

While KE Bookkeeping strives for accuracy and professionalism, we are not liable for indirect or consequential damages due to use of our services. We are not responsible for errors caused by inaccurate or incomplete client-provided information.

6. ⌚ Term and Termination

Either party may terminate services with **30 days' written notice**. All outstanding fees become payable upon termination. Termination does not affect obligations incurred before the termination date.

7. 🔄 Modifications to Terms

We reserve the right to update these Terms and Conditions at any time. Significant changes will be communicated via email or website notification. Continued use of services means acceptance of updated terms.

8. 🌐 Intellectual Property

All website content, logos, and materials are owned by KE Bookkeeping and protected by intellectual property laws. Unauthorized use is prohibited.

9. 👤 Governing Law & Dispute Resolution

These terms are governed by the laws of Bangladesh. Any disputes will be resolved in the courts located in Dhaka.

10. 🤝 Contact Us

For questions or concerns, please contact:

📍 Nahar Rd, Mirpur 2, Dhaka

✉️ kebookkeeping2@gmail.com

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Thank you for trusting **KE Bookkeeping** with your financial management! 📁 ✨
