

QUICKBOOKS DEPLOYMENT AND STAFF TRAINING SERVICE AGREEMENT

This QuickBooks Deployment and Staff Training Service Agreement (the "Agreement") is entered into and made effective as of _____, by and between:

Service Provider: _____

Address: _____

Contact: _____

And

Client: _____

Address: _____

Contact: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform the following services for the Client:

1. **QuickBooks Deployment:** Installation, configuration, and setup of QuickBooks software tailored to the Client's business structure, including chart of accounts, vendor lists, customer lists, and initial balances.
2. **Data Migration:** Transfer of existing financial data from legacy systems to the new QuickBooks environment, up to a maximum of _____ years of historical data.
3. **Staff Training:** Provision of customized training sessions for designated Client employees. Training will cover standard workflows, invoicing, expense tracking, and reporting. The training will consist of _____ hours of instruction, conducted:
[] On-site [] Remote/Virtual

2. FEES AND PAYMENT TERMS

The Client agrees to pay the Service Provider as follows:

1. **Total Project Fee:** A flat fee of _____.
2. **Payment Schedule:**
 - Initial deposit of _____ due upon execution of this Agreement.
 - Milestone payment of _____ due upon completion of software deployment.
 - Final payment of _____ due upon completion of staff training.
3. **Additional Services:** Out-of-scope work will be billed at an hourly rate of _____ per hour, subject to prior written approval by the Client.

3. CLIENT RESPONSIBILITIES

To ensure a successful implementation, the Client agrees to:

1. Provide timely access to physical locations, computing hardware, networking systems, and existing data repositories.
2. Designate a primary point of contact for project decisions and coordination.
3. Ensure participating staff attend scheduled training sessions.

4. TERM AND TERMINATION

This Agreement shall commence on the effective date and will remain in effect until the completion of services, or until terminated by

either party with _____ days written notice. In the event of early termination, the Client shall pay the Service Provider for all work performed up to the date of termination.

5. CONFIDENTIALITY

The Service Provider acknowledges that they may have access to confidential financial information of the Client. The Service Provider agrees to maintain strict confidentiality and shall not disclose or use any such information for any purpose other than executing the services defined in this Agreement.

6. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

SERVICE PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____