

STANDARD AGREEMENT

QuickBooks System Integration and Training Services

This Agreement is entered into and made effective as of _____, by and between:

Service Provider: _____

Address: _____

Contact: _____

Client: _____

Address: _____

Contact: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform professional services in connection with the implementation, integration, and training of QuickBooks software as detailed below:

1. **System Setup & Integration:** Assessment of current accounting processes, installation, configuration, and integration of QuickBooks with Client's existing business systems, including _____.
2. **Data Migration:** Migration of historical financial data, chart of accounts, customer list, vendor list, and open balances as of _____.
3. **Customization:** Setup of custom templates for invoices, purchase orders, financial reports, and specific workflows unique to Client's operations.
4. **Training:** Training sessions for designated Client personnel covering daily data entry, reconciliation, reporting, and system maintenance. Total training hours shall not exceed _____ hours.

2. FEES AND PAYMENT TERMS

1. **Service Fee:** Client agrees to pay Service Provider a flat fee of _____ or an hourly rate of _____ per hour for the performance of the Services.
2. **Payment Schedule:**
 - Retainer/Deposit: _____ due upon signing of this Agreement.
 - Milestone Payment: _____ due upon completion of system configuration.
 - Final Balance: _____ due upon completion of training services.
3. **Expenses:** Client shall reimburse Service Provider for pre-approved out-of-pocket expenses incurred in connection with the performance of Services.

3. CLIENT RESPONSIBILITIES

Client acknowledges that successful implementation depends on timely cooperation. Client agrees to provide necessary administrative access, accurate historical data, technical environment access, and designate a primary point of contact for the duration of this project.

4. PROPRIETARY AND CONFIDENTIAL INFORMATION

Both parties agree to hold in strict confidence all proprietary, financial, or confidential business information disclosed by one party to the other. Service Provider shall not access, use, or disclose Client's QuickBooks database information for any purpose other than executing the services defined herein.

5. TERM AND TERMINATION

This Agreement shall commence on the effective date and continue until services are fully rendered, unless terminated earlier by either

party upon _____ days written notice. In the event of early termination, Client shall pay Service Provider for all services rendered and expenses incurred up to the effective date of termination.

6. LIMITATION OF LIABILITY

Service Provider's total liability for any claims arising out of this Agreement shall not exceed the total fees paid by Client to Service Provider under this Agreement. Service Provider is not responsible for any data loss resulting from software failure or Client's operational errors.

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

Service Provider:

Authorized Signature

Printed Name

Title

Date

Client:

Authorized Signature

Printed Name

Title

Date