

# ACCOUNTING SOFTWARE SETUP AND DATA TRANSFER AGREEMENT

This Accounting Software Setup and Data Transfer Agreement (the "Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Service Provider:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Client:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## 1. SCOPE OF SERVICES

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The Service Provider agrees to perform the following services (the "Services"):

- Accounting System Setup:** Installation, configuration, and customization of the following accounting software: \_\_\_\_\_ . This includes establishing the Chart of Accounts, setting up user permissions, and integrating necessary third-party applications.
- Data Migration and Transfer:** Extraction, formatting, and secure transfer of historical financial data from the legacy system: \_\_\_\_\_ to the new system. The data migration period shall cover records from \_\_\_\_\_ to \_\_\_\_\_.
- Testing and Verification:** Verification of transferred ledger balances, accounts receivable, accounts payable, and reconciliation with bank records to ensure data integrity.
- Training and Support:** Provision of \_\_\_\_\_ hours of system training for Client personnel.

## 2. FEES AND PAYMENT

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- Total Service Fee:** The Client agrees to pay the Service Provider a total fee of \_\_\_\_\_ for the completion of the Services.
- Payment Schedule:**
  - Deposit of \_\_\_\_\_ due upon execution of this Agreement.
  - Milestone Payment of \_\_\_\_\_ due upon completion of Data Migration.
  - Final Payment of \_\_\_\_\_ due upon completion of system testing, training, and final hand-off.

## 3. CLIENT OBLIGATIONS AND DATA ACCESS

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- The Client shall provide timely access to all legacy accounting systems, database backups, financial records, API keys, and other source materials necessary for the Service Provider to perform the Services.
- The Client is solely responsible for the accuracy, completeness, and completeness of the source data provided to the Service Provider.

## 4. CONFIDENTIALITY AND SECURITY

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- The Service Provider acknowledges that in the course of performing the Services, they will have access to highly sensitive, proprietary, and confidential financial information of the Client.

2. The Service Provider agrees to maintain the strictest confidentiality regarding all Client data and shall implement industry-standard administrative, physical, and technical safeguards to protect the data from unauthorized access, loss, or disclosure.

## 5. TERM AND TERMINATION

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This Agreement shall commence on the date first written above and shall remain in effect until the Services are fully completed, or until terminated by either party upon \_\_\_\_\_ days written notice. In the event of early termination, the Client shall compensate the Service Provider for all documented Services completed up to the date of termination.

## 6. GOVERNING LAW

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This Agreement shall be governed by and construed in accordance with the laws of the State/Jurisdiction of \_\_\_\_\_.

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

**SERVICE PROVIDER**

**CLIENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title