

QUICKBOOKS SETUP AND STAFF TRAINING AGREEMENT

This Agreement is entered into as of _____, 20_____, by and between:

Service Provider: _____

Address: _____

and

Client: _____

Address: _____

1. Scope of Services

The Service Provider agrees to perform the following QuickBooks implementation and training services for the Client:

1. System Setup & Configuration:

2. Data Migration & Integration:

3. Staff Training:

2. Fees and Payment Terms

The Client agrees to pay the Service Provider for the services rendered under the following terms:

- **Total Service Fee:** \$ _____
- **Deposit (Due upon signing):** \$ _____
- **Remaining Balance Terms:** _____
- **Hourly Rate for Additional Out-of-Scope Work:** \$ _____ per hour.

3. Client Responsibilities

The Client shall provide the Service Provider with timely access to all necessary financial records, existing software systems, usernames, and passwords required to complete the setup. The Client shall also ensure designated staff members are available for scheduled training sessions.

4. Term and Termination

This Agreement shall commence on the date first written above and shall continue until the services are completed, or until terminated by either party with _____ days written notice. In the event of termination, the Client shall pay the Service Provider for all services completed up to the date of termination.

5. Confidentiality

The Service Provider agrees to keep all financial and business information of the Client strictly confidential and will not disclose any such information to third parties without the prior written consent of the Client.

6. Limitation of Liability

The Service Provider shall not be liable for any indirect, incidental, or consequential damages resulting from the use or inability to use the QuickBooks software, or from any errors in the Client's financial data.

7. 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:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date