

STATEMENT OF WORK

QuickBooks Setup and Training Services

Client Name	_____
Service Provider	_____
Effective Date	_____
Estimated Completion Date	_____

1. Scope of Work

The Service Provider will perform the following QuickBooks implementation and configuration tasks:

- **Account Setup & Company Profile:** Creation and configuration of the QuickBooks Online/Desktop company file, including company details, tax settings, and preferences.
- **Chart of Accounts Customization:** Review and structuring of the Chart of Accounts tailored to the Client's specific industry and reporting needs.
- **Bank and Credit Card Integration:** Connection of up to _____ active bank and credit card accounts to establish automated feeds.
- **List Importation:** Importation of active lists including:
 - Customers (up to _____ records)
 - Vendors (up to _____ records)
 - Products and Services (up to _____ items)
- **Historical Data Migration:** Setup of opening balances and historical transactions starting from _____.

2. Training and Knowledge Transfer

The Service Provider will conduct personalized training sessions covering the following areas:

- **Basic Navigation & Workflow:** Standard daily operations including invoicing, receiving payments, entering bills, and recording expenses.
- **Reconciliation Procedures:** Monthly bank and credit card reconciliation training.
- **Reporting:** Generation and interpretation of key financial statements (Profit & Loss, Balance Sheet, Accounts Receivable/Payable Aging).
- **Training Hours:** Deliver a total of _____ hours of structured training, completed over _____ sessions.

3. Deliverables

Upon completion of this project, the Client will receive:

- A fully operational QuickBooks company profile configured to specifications.

- Reconciled account opening balances as of the migration date.
- Customized invoice and document templates.
- Training materials and recorded sessions (if applicable).

4. Payment Terms

The Client agrees to compensate the Service Provider according to the following schedule:

- **Total Project Fee:** \$_____
- **Deposit (Due upon signing):** \$_____
- **Milestone Payments:**
_____- \$_____
_____- \$_____

5. Out of Scope

The following services are explicitly excluded from this Statement of Work:

- Prior period tax filing or historical forensic accounting preceding the designated start date.
- Ongoing monthly bookkeeping services (unless covered by a separate agreement).
- Third-party software integrations not listed in Section 1.

Acceptance of Statement of Work

By signing below, both parties acknowledge and agree to the terms, scope, and pricing outlined in this document.

Client Signature:

Name: _____
Title: _____
Date: _____

Service Provider Signature:

Name: _____
Title: _____
Date: _____