



AGREEMENT QUICK-BOOKS SET-UP

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\$250 STANDARD INITIAL SETUP + TRAINING AND SUPPORT \$125 PER HOUR

STANDARD INITIAL SETUP includes:

- ◆ CHART OF ACCOUNTS
- ◆ ACCOUNTS RECEIVABLE*
- ◆ ACCOUNTS PAYABLE
- ◆ INVOICES WILL BE MODIFIED*
- ◆ 1/2 HOUR FOLLOW-UP TELEPHONE SUPPORT

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SET-UP OF ADDITIONAL FEATURES: cost is the actual time at \$125 per hour (1 hr. min.)

- ◆ SOFTWARE INSTALLATION
- ◆ INVENTORY TRACKING
- ◆ PAYROLL
- ◆ JOB COSTING
- ◆ LOGO INSERTION ON INVOICE*
- ◆ PURCHASE ORDERS

TRAINING AND SUPPORT is based on individual needs and typically includes:

- ✓ Basic software training. Specifically a general walk-through of functions with client.
- ✓ User will be taught to use software applications in their work situation.
- ✓ Integration of new computer system into current office systems.

***NOTE: CUSTOMIZATION CAN BE ACCOMPLISHED ONLY WITHIN LIMITS OF THE SOFTWARE PACKAGE. PRICES QUOTED BASED ON CLIENT PERFORMING ALL DATA ENTRY.**

I authorize and hereby direct Profitpointe to develop a file for my company on QuickBooks and train me and/or my representative to implement this as an integral part of our accounting system. I submit the following information to be integrated as necessary. I understand and agree to the above charges. I have read and agree to abide by Profitpointe Policies & Procedures for items not covered by this set-up agreement. I understand that one hour of follow-up telephone support will be included at no charge. Additional telephone support is available to me and I will be billed at the current hourly rate for services rendered.

_____ I will provide software.

_____ I wish to purchase new software from Profitpointe at cost + 25% handling fee.

Signed _____ Date _____

Please print name _____

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QuickBooks Set-up Worksheet:**PLEASE PROVIDE THE FOLLOWING THAT APPLY TO YOUR BUSINESS**

(Use a separate sheet of paper where necessary)

Version of QuickBooks _____

PLEASE CHECK ADDITIONAL FEATURES YOU WISH TO INCLUDE:

- | | |
|--|---|
| <input type="checkbox"/> SOFTWARE INSTALLATION | <input type="checkbox"/> INVENTORY TRACKING |
| <input type="checkbox"/> PAYROLL | <input type="checkbox"/> JOB COSTING |
| <input type="checkbox"/> LOGO INSERTION ON INVOICE | <input type="checkbox"/> PURCHASE ORDERS |

Company Name: _____ Company Start Date: _____

Your Name: _____

Address: _____

Phone: _____

Starting month of fiscal year/ Income Tax Year (C-CORPORATIONS ONLY): _____

Date you wish to start keeping your records on QuickBooks: _____

Do you collect sales tax? ___YES ___NO If yes, what percentage rate? _____

To whom do you pay your sales tax? _____

Federal ID# or your Social Security# (if not incorporated) _____

_____ Sole Proprietor _____ S Corporation _____ C Corporation _____ Partnership _____

_____ Non-profit Organization _____ Other

Do you want to print your checks from QuickBooks? ___YES ___NO ___ AT A LATER DATE

Do you prepare estimates for your clients? Circle one: WRITTEN / VERBAL

Do you ever issue more than one invoice for one estimate? ___YES ___NO

Do you have different departments or locations for which you need to track income and/or expenses?
___YES ___NO If yes, please list.

Do you ever offer a sales discount? ___YES ___NO If yes, please describe: _____

Do you charge finance charges? ___YES ___NO If yes, what rate? _____.

What terms do you offer clients? Check all appropriate.

- Upon receipt
- COD
- 2% discount, net 10 days, net 30 days
- Net 30
- Other

What charge cards do you accept? None MasterCard Visa
 American Express Discover Other: _____

PLEASE SUBMIT YOUR MOST RECENT TAX RETURN(S)

PLEASE SUBMIT COPY OF YOUR MOST RECENT MERCHANT STATEMENT.

Does your bank deposit the exact amount of your credit card collections to your bank account?

- ◆ If not, please describe in detail your current method of processing and tracking your charge card payments and deposits.

Generally describe your current accounting process.

List the different categories or types of work you do.

Attach copies of two or three actual invoices that show billing for various types of jobs typical of your business.

List of all bank and credit card accounts and **the balances as of conversion date**. Please provide a copy of most recent statement for each account.

Attach a current listing of your Chart of Accounts.

Note: If you do not have an existing chart of accounts, please include a list of the categories that you would like to have itemized for expenses and income. Only list those specific to your industry, we will provide general listing.

List 2 vendors, with name, complete address, and phone number.

Did you owe any of your vendors money as of your bookkeeping start date? (Yes, for most ongoing businesses.) If so, please list name and amount owed on that date.

List 2 customers, with name, complete address, and phone number.

Did any of your customers owe you money as of your bookkeeping start date? (Yes, for most ongoing businesses.) If so, please list name and amount owed on that date.

List 2 inventory items (this applies only to items you stock that are available for resale, if any) and their catalog numbers

