

SUM-it Accounts Limited

PO Box 83104
Johnsonville
Wellington 6440
0800 222 268

Tax Invoice

Date: _____

GST Number 91-940-388

Customer Name and Address

Monthly Subscription \$ _____

GST Exclusive \$ _____

GST Inclusive (GST 15%) \$ _____
Due on the 10th of each month

Estimated Initial Setup Cost of Xero

Xero Setup fee	Hours _____	x	\$ _____	= \$ _____
Installation & Training	Hours _____	x	\$ _____	= \$ _____
Prior period data entry	Hours _____	x	\$ _____	= \$ _____
Travel (if applicable)	Rental Car and Accommodation			= \$ _____
Estimate (Invoice based on actual time)	Hours _____	x	\$ _____	= \$ _____

GST Exclusive

Terms of Service

- SUM-it Accounts Ltd will maintain absolute confidentiality of all information disclosed during and after the installation of this service and undertakes to do everything reasonably possible to provide cost effective solutions on an ongoing basis.
- The monthly subscription will be reviewed every six months.
- Present subscription rates are governed by the fees charged by the service provider(s) and in the event these charges are changed, this will be reflected in the six monthly reviews. SUM-it Accounts also reserves the right to charge reasonable late payment charges (interest) and collection fees if subscriptions are not paid on time. In the unlikely event this should occur SUM-it Accounts reserves the right to seek and share credit history.
- Installation and training will be invoiced separately based on actual hours required and is payable within 7 days of the date of the invoice. Thereafter, free phone, fax or email support for software support is limited to 5 minutes per week. Any further assistance or help required due to technical support is chargeable as per the prescribed rates published on Accounts Online website.
- One of SUM-it Accounts trainers will provide all training and support for this service but as the source of this service is dependent upon other service providers, SUM-it Accounts or their representatives shall not be responsible or liable for any defaults arising from the other service providers failing to provide their service.
- Software upgrades will be supplied free of charge unless the service providers change their policy.
- The contract is for a minimum of 36 months unless the client ceases to trade, in which case the client is required to give at least 10 days written notice to cancel. In all cases it is the Client's responsibility to advise SUM-it Accounts in writing of the cancellation to allow notification to all service providers. Failure to advise will result in the monthly subscription being payable until such time as the written business ceases to trade a similar 10 days written notice is required so SUM-it Accounts Ltd can stop the service. Failure to provide these notifications will result in the monthly subscription being payable until such time as the cancellation notice is received. It is the Client's responsibility to cancel the payment of the monthly subscription and no refunds will be payable as a result of the Client's failure to cancel such payments.
- SUM-it Accounts Ltd agrees to exercise due care and diligence when working with the Client's data and equipment but shall not be liable for loss or subsequent damage arising from the service provided. It is the client's responsibility to protect their data and to provide suitable protection from hackers, virus's or any other risk.

Signature of Client