

Accounts Online Limited PO Box 83104 Johnsonville Wellington 6440

## Tax Invoice

Date: \_

GST Number 90-804-294

## **Name and Address**

## **Monthly Subscription**

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

Estimated Initial Setup Cost of BankLink							
Connection Fee(s)	# Accounts	x	\$20.00		=	\$	
Set Up & Training	Hours	x	\$		=	\$	
Historical Data Entry	Hours	x	\$		=	\$	
Travel (if applicable)	Rental Car and Acc	ommo	dation		=	\$	
Estimate (Invoice based on actual time)				GST Exclusive	=	\$	

## Standard Terms of Service

- 1. Accounts Online 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.
- 2. The monthly subscription will be reviewed every six months. If the total subscriptions were incorrectly estimated by less than \$30 (+ or -) over the six months both parties forfeit any rights to re-imbursement. In the event the cost variation exceeds \$30 (+ or -) an additional invoice or refund will be issued by Accounts Online.
- 3. Present subscription rates are governed by the fees charged by the service provider(s). In the event these charges are changed this will be reflected in the six monthly reviews. Accounts Online 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 Accounts Online reserves the right to seek and share credit history. In order to help maintain the cost of administering the service pricing incentives are given to clients paying by direct debit.
- 4. Any connection fees, installation, travel and training required will be invoiced separately based on actual hours required and is payable within 7 days of the date of the invoice or on the 20<sup>th</sup> of the month following if paid by direct debit. 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 backup failures, software reinstallations and other technical support is chargeable as per the prescribed rates published on Accounts Online web site.
- 5. If required, one of Accounts Online trainers will provide training and support for this service, but as the source of this service is dependent upon other service providers Accounts Online or their representatives shall not be responsible or liable for any defaults arising from the other service providers failing to provide their service.
- 6. Software upgrades are supplied free of charge unless the service providers change their policy. If the customer requires assistance to upgrade an agreed installation fee will be charged.
- 7. Initial contracts are for 36 months unless the client ceases to trade, in which case the client is required to give only 10 days written notice to cancel, and thereafter on a 12 monthly basis. In all cases, it is the Client's responsibility to advise Accounts Online in writing of the cancellation to allow notification to all service providers. Failure by the client to advise in writing will result in the monthly subscription being payable until such time as the written cancellation notice is received from the client. 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.
- 8. Accounts Online 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 by way of regular backups and to provide suitable protection from hackers, viruses or any other risk.

**Client Signature**