



**Sage 100
REPORTS**

CUSTOM
REPORTS
Sage 100
Contractor

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TERMS OF SERVICE

Effective February 1, 2021

Thank You for your request for Report Writing or Consulting Services.

To get started, please read, and sign below, indicating you agree with and will provide payment card info.

REPORT WRITING (aka: Project):

- All report writing will be performed on an hourly basis.
- Credit card deposit of 50% of estimated hours required to start Project.
- Non-refundable \$125 fee for Scope of Work development for each Project.
- Detailed Scope of Work required for each Project. Changes to Scope will result in extra hours.
- Billing of Project will be on hours, even if more than estimated hours.
- Credit card payment in full required before report delivery to Client.

CONSULTING & TRAINING

- All Consulting & Training will be performed on an hourly basis.
- Credit card deposit of 1 hour time required at beginning of sessions.
- Credit card billing in full required at end of each session, or agreed upon time period.
- Training sessions payable in advance of session.

2021 HOURLY RATE

- 2021 Hourly rate of \$100/hour all services.

I agree to these Terms and Conditions and authorize payment using my credit card indicated below for these services. I am authorize to use this credit card.

Signature: _____
 Name _____
 Company Name _____
 Street Address _____
 City, State, Zip _____
 Phone _____ Email _____

CREDIT CARD: Card Type: AmEx MC VISA Discover

Card # _____

Exp Date: _____

Security Code: _____

Name on Card: _____

Card Bill Address: _____

