

Scope of Services

	Basic Xero Package	Premium Xero Package
Xero Software Subscription	<p>One year Xero Software subscription (Standard Edition) is included in our package.</p> <p>Subsequent year Xero Subscription will be at USD30 per month (subject to revisions by Xero)</p>	<p>One year Xero Software subscription (Premium Edition) is included in our package.</p> <p>Subsequent year Xero Subscription will be at USD40 per month (subject to revisions by Xero)</p>
Standard System Configuration & Set-up	<ul style="list-style-type: none"> • System Chart of Account • Master Table setup (e.g. Payment Terms, Sales Category, Fiscal Year, Tracking Code, etc) • Management Report Layout (Profit and Loss, Balance Sheet) • Invoice and Quote Template Set-up 	<ul style="list-style-type: none"> • System Chart of Account • Master Table setup (e.g. Payment Terms, Sales Category, Fiscal Year, Tracking Code, etc) • Management Report Layout (Profit and Loss, Balance Sheet) • Inventory Set-up • Invoice and Quote Template Set-up • Credit Card Invoice Integration (if required with Stripe) • E-Invoicing Peppol Integration •
Data Migration Service	Not applicable	<ul style="list-style-type: none"> • Customer Master Listing • Supplier Master Listing • Inventory Master Listing • Set-up Beginning Balance (Carry Forward) from Old system to Xero. <p>Client will be responsible to prepare and provide us with all the master data listing based on the Excel Template that we will provide to the client.</p>
User Training	<ul style="list-style-type: none"> • User Training will be conducted for up to 2 pax, at Timcole's office premise. • Users are required to bring laong their own laptops for some simple hands-on exercise. 	
Post Implementation Support	<ul style="list-style-type: none"> • A 30 days Email Support will be provided after the system is completed. • The email support will be available during standard office hours (Mon - Fri, 9am - 5pm excluding PH) 	