Scope of Services

	Standard Xero Package (Package 3)	Premium Xero Package (Package 4)	Premium Plus Xero Package (Package 5)
Xero Software Subscription	One year Xero Software subscription (**Standard Edition**) is included in our package. Subsequent year Xero Subscription will be at SGD55 per month (subject to revisions by Xero) *Qualifying Cost $616	One year Xero Software subscription (**Premium Edition**) is included in our package. Subsequent year Xero Subscription will be at SGD72 per month (subject to revisions by Xero) *Qualifying Cost $807	One year Xero Software subscription (**Premium Edition**) is included in our package. Subsequent year Xero Subscription will be at SGD72 per month (subject to revisions by Xero) *Qualifying Cost $807
Standard System Configuration & Set-up	• 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 *Qualifying Cost $1,000	• 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 • Credit Card Invoice Integration (if required with Stripe) • E-Invoicing Peppol Integration *Qualifying Cost $2,400	• 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 • Credit Card Invoice Integration (if required with Stripe) • E-Invoicing Peppol Integration *Qualifying Cost $3,200
Data Migration Service	Not applicable	• Customer Master Listing • Supplier Master Listing • Set-up Beginning Balance (Carry Forward) from Old system to Xero. • Unpaid Invoices and Bills (to reconcile with the AR and AP balance figure) Client will be responsible to prepare and provide us with all the master data listing based on the Excel or CSV Template that we will provide to the client. "Please note that we will not be migrating any transaction data	• Customer Master Listing • Supplier Master Listing • Set-up Beginning Balance (Carry Forward) from Old system to Xero. • Unpaid Invoices and Bills (to reconcile with the AR and AP balance figure) Client will be responsible to prepare and provide us with all the master data listing based on the Excel or CSV Template that we will provide to the client. • ==Previous year (one year) data migration from old system to XERO== • ==Prior to migration, the client must==

	Standard Xero Package (Package 3)	Premium Xero Package (Package 4)	Premium Plus Xero Package (Package 5)
		from old system to Xero	ensure that their Fiscal Year's Accounting System bank balance figures has already been reconciled with the balance figure as per their physical bank statement. • capped at a max of 2,000 transactions (Sales Invoice, Purchases, Expenses, Payment records, etc). • As payment records cannot be migrated automatically, the payment date associated to each of the individual invoices or bills will be recorded as the last day of the Fiscal Year (i.e. 31st Dec if FYE is 31st Dec). For example, a Sales invoice dated 7th Jan 2022 and a payment date of 15th Feb 2022, will be recorded as 31st Dec after the migration). In other words, we can only ensure conversion balances of the Fiscal Year-end Trial Balance figures ties with the figures in the old system. We are unable to do month-by-month reconciliation of the Trial Balance Figures.
User Training	User Training will be conducted **2 hours** for up to 2 pax via zoom meeting *Qualifying Cost $200	User Training will be conducted **2 hours** for up to 2 pax via zoom meeting *Qualifying Cost $200	User Training will be conducted **8 hours** for up to 2 pax via zoom meeting *Qualifying Cost $800
Post Implementation Support	• A 30 days Email Support will be provided after the system is completed. • Subsequent Product Support will be provided by Xero Standard Support Plan. • The email support will be available during standard office hours (Mon - Fri, 9am - 6pm excluding PH)		