

Info. Tech. Outlook, Inc.
Engagement Letter

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Terms and Conditions:

The purpose of this page is to communicate our understanding of the scope of our involvement for the services you may request in the future. This includes our rates and terms.

Please review the information below and check the "agree to terms" with your online signature to confirm our understanding. If you dispute anything in this information please communicate this to us as soon as possible.

Consultant:

Sage 300 CRE Timberline Consultant

Scope of work:

To help support and provide training on Sage 300 CRE Timberline Accounting system and provide the ability to process information within it. That includes but is not limited to the following:

- Review Current Setup
- Review Current Processes
- Error Corrections
- Software Training
- Software Development
- Report Design
- Other Duties as Needed

Dates scheduled

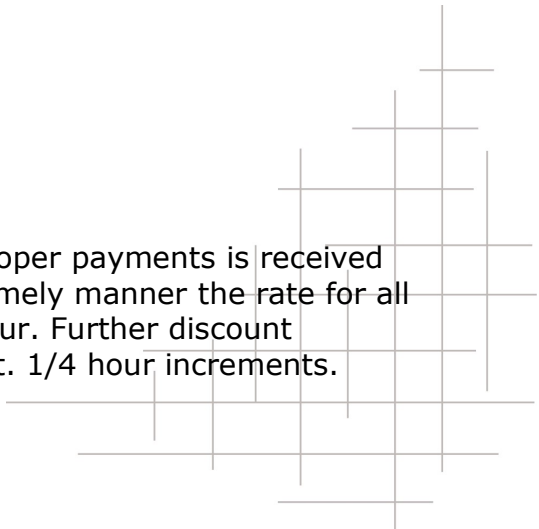
Beginning today on an as needed basis

Estimated time

As Needed

Billing Rate

\$150/hr Discounted to **\$95/hour** provided a proper payments is received within 15 days. If no payment is received in a timely manner the rate for all outstanding invoices will revert back to \$150/hour. Further discount amounting to \$85/hour will apply to prepayment. 1/4 hour increments.



Estimated Billing Amount

On as needed basis. A training meetings are a minimum of 6 hours.

Travel Expenses to Offline Trips

- Airfare As Needed (Multiple days only)
- Car Rental As Needed (Multiple days only)
- Lodging As Needed (Multiple days only)
- Meals As Needed (Multiple days only)
- Mileage As Needed \$.60 Per Mile Maximum of \$60/trip
- Other As Needed
- Transportation As Needed

Terms

Consultant will provide a recap of the services performed and the hours spent. ITO will submit an invoice with terms of "Net 15 ".

Additional Engagements

The rates and terms listed above will apply to all future engagements unless communicated otherwise in a letter of this kind.

Cancellation

If this engagement is cancelled by the client or by your organization, any pre-approved and non-refundable expenses that have been incurred will be 100% reimbursable.

Support and other services

The extent of ITO’s liability is limited to the balance due.

Please confirm that the above information is correct by signing below.

Accepted by

Printed Name Agent to the customer	Signature	Date
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Printed Name Agent to ITO	Signature	Date
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*Acceptance of this engagement indicates approval to make necessary travel reservations, some of which may be non-refundable.

