

Set-up & Training package for AccountRight Plus

Set-up & Training Package 3 monthly payments of \$315 +gst
Software is sold separately (formerly MYOB Accounting Plus with Payroll)
Price as at April 2010

Session 1: Set-up of chart of accounts and initial overview of MYOB Accounting Plus.
Set-up and initial payroll run using MYOB Payroll.
Training on sales & purchases register
Back-up procedure put in place

Session 2: Questions & answers session and continue training on accounts processing.
Training on reconciling the bank accounts
Checking of Payroll and thorough end of Month PAYE process

Session 3: Review file, training on financial reporting and advanced functions
Set-up customised End of Month checklist
Training on thorough GST procedure and locking of file.

This package includes:

- ☑ Full set-up of company accounts and payroll
- ☑ 8 hours one-2-one training
- ☑ A customised End of Month accounts procedure
- ☑ Book-keeping procedures as required
- ☑ Payroll and PAYE procedures
- ☑ Customised Invoice & Statement templates

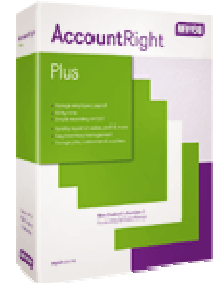
Software is charged separately and is \$710+ gst as at 1st April 2010

Please note additional training hours will be charged at our standard rates.

Training package price is the same as Accounting 19 if Payroll is not required.

NOTE: A separate session may be required for set-up of payroll; depending on the size of the company – to be charged separately.

Terms and conditions apply



- ☑ **Ideal for:**
Small / Medium Businesses
Provides an accounts & payroll system
Businesses wanting to invoice in time units
- ☑ **Features:**
Time-billing for invoicing of employee hours
Includes MYOB Payroll
All features of MYOB Accounting V19
Simple monthly accounts through to GST
Easy reporting on employee billing
- ☑ **MYOB Package Pricing:**
At 1st April 2010 \$710.22 + gst

Red Office client feedback

NZES - New Zealand Engineering Services

When NZES decided to change our accounting package from CBA to MYOB it was of the utmost importance to our company to ensure the transition between the two systems go smoothly and to ensure minimal disruption to our business. We were fortunate to engage the services of Red Office to implement the installation of software, set-up and customise the system for our business and provide full training to accounts staff. Under the expert guidance of Isabelle the changeover between systems was trouble free and went exactly as Red Office had previously advised it would. The service provided, and the back-up support we have received from Red Office has been exemplary and we have no hesitation in recommending them. Robyn Wilkinson, General Manager.

ACS - Advanced Coating Specialists

ACS currently uses the services of Red Office to remotely run our office facility. Invoicing, expenses, sales reports and excellent profit and loss reports are produced to help us keep the company on track. We have found them professional and pro-active and recommend them to any business that wants a part-time office function taken care of. Chris Stevens, Director.

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Padara Ltd

Padara Ltd was highly recommended to Red Office by our accountants. Our MYOB system had not been correctly set-up initially and Isabelle was able to reset our system and make the necessary adjustments required which turned out to be quite a major job. Her methodical and systematic approach to achieving this was of great benefit to our company. I have found Isabelle to be very professional, practical and friendly in achieving this. Nothing has ever been a problem or an issue for her and her service and support both at the office and over the telephone has been outstanding. Catherine Hay, Office Manager.

Red Office Terms & Conditions April 2010

Customer Care

Our primary focus is to provide a professional MYOB consultancy and book-keeping service to our clients. We stand 100% behind our consultants who receive ongoing training to ensure their knowledge is always up-to-date. Should you have any concerns over our service please call the office immediately as we value open communication and we are committed to continuous improvement.

Confidentiality

At the Red Office we understand that confidentiality is a primary concern for clients. Our entire team will hold any information disclosed at any time of our service permanently confidential. We will only discuss or pass on information at our clients request to such parties as legal or accounting council.

Payment Terms

Payment is due within 7days of each invoice. All accounts must be current for continued support.

Rates

MYOB 1-2-1 Consultancy & training at your office	\$110 per/hour + GST
Onsite travel charge per visit to your office	\$30 per visit +GST
MYOB Book-keeping services processed from our office	\$46.50 per/hour + GST.
MYOB Book-keeping services processed from your office	\$48.00 per/hour + GST

All disbursements will be on-charged at cost.
(Please note book-keeping visits over 3 hours will not have an onsite travel charge)

Rates for Red Office AccountRight Plus Total Annual Support

Why choose MYOB Total? :

- Your accounts are verified & cross checked by an MYOB professional.
- You can budget for all your MYOB help in one simple monthly payment.
- Help is always on-hand to ensure your accounts processing decisions are the right ones.

Red Office Total provides you with onsite maintenance and support for your MYOB for a fixed monthly price. We will:

- Complete GST verification 6x per year
- Health Checks of the MYOB file at each onsite visit
- End of Year collation and preparation
- Entering of accountant journals and rolling on MYOB file annually
- Unlimited Remote Helpdesk Support
- End of Year rollover payroll and accounting
- Upgrade installation and training for payroll and accounting file

Price per month for AccountRight Plus customers is \$229 + gst per month.

Disclaimer

While care and attention is given to the accuracy and correct entry of information, The Red Office cannot be held responsible for any errors or omissions drawn from use of the prepared accounts information. MYOB set-ups are completed on request of a client and are limited only by the information provided by the client. The setting up of any file does not include verification of any information provided. The Red Office is not responsible for any computer failures, maintenance of computers or loss of data files.

Termination of Book-keeping Services

Termination of services must be provided by either party in writing with 2 weeks notice. Clients understand that Consultants of the Red Office are prohibited in any capacity for providing services directly or indirectly to the client or their suppliers/clients for a minimum period of 6months following conclusion of this agreement by either party. Should a consultant be approached to work for the client within 6months of the contract finishing the client agrees to notify the Red Office immediately and a fee of \$2500 + GST will be payable.