



**Sage 100
REPORTS**

CUSTOM
REPORTS
Sage 100
Contractor

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Sage100Reports.com
**B2B BOTTOM-LINE
DESIGN SERVICES**
607 W Flannagon St.
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TERMS OF SERVICE *Effective May 15, 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.
- Non-refundable \$125 fee for Scope of Work development for each Project, applies toward Project total.
- Credit card deposit of 50% of estimated hours required to start Project. Your card will be processed automatically for the 50% deposit, and at 75% and 100% completion. (Card charges: 50%, 25%, 25%)
If using Pre-Paid Time (PPT), then all funds are paid in advanced for reduced hourly rates. Ask about PPT.
- Credit card payment in full required before report delivery to Client.
- Detailed Scope of Work required for each Project. Changes to Scope may result in extra hours.
- Billing of Project will be in hours, even if more than estimated hours. Some Projects may not be able to be completed per Scope of Work, due to issues with Sage, Table structure, or Client lack of approval of Final Project even when Project complies with Scope of Work. All hours will be charged and payment processed.

CONSULTING & TRAINING

- All Consulting & Training will be performed on an hourly basis.
- Credit card deposit of 1 hour time required before session, with full payment at session completion.
- Full training session payable in advance of session.

SAGE DATABASE

- Provide a backup copy of your company database to work in (required on most Projects).

I agree to these Terms of Service above and authorize payment using my credit card indicated below for these services. I am an authorized party on this credit card.

Authorized 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: _____

