 

# Exhibit A Statement of Work

## Reference

This Statement of Work (“SOW”) defines the scope of services and deliverables that BTerrell Group, LLP (“BTerrell”) will provide to XXX (“Client”).

## Scope of Project

BTerrell will install and configure the EFT Manager application to allow the customer to process Intacct AP bills and generate an electronic payment output file for the banking institutions designated in this SOW. BTerrell will develop bank file templates, based on the requirements provided by the customer’s banking institution(s).

1. *Specifications*
	* Develop (\_\_) bank template file to be used with the EFT Manager application.
	* Install and configure the EFT Manager application.
	* Create up to EFT Banks for up to three (3) checking accounts per bank template.
	* Upload one (1) set of Vendor EFT information.
	* Conduct up to two (2) hours of remote user‐based training.
2. *Technical Requirements and Limitations*
	* An Intacct test environment is required, to thoroughly test the program before promoting to the live environment.
	* The Client must provide to BTerrell, Intacct login credentials with full admin level permissions, in order to install and configure the EFT Manager application in the test environment.
	* The client must have ability to test bank files.
	* Before the project start date, the client banks must provide the requirement, and sample files for bank template
3. *Assumptions*
	* The Project will be done in a single phase with a single delivery for user testing; estimates do not include project phasing or staggering.
	* Client and BTerrell will establish a mutually agreeable project “Delivery for Testing” date in writing. “Delivery for Testing” is defined as the day Project deliverables are installed in the Customer testing environment for User testing. Business Partner and BTerrell shall have ten (10) business days from the execution of the SOW to gain mutual agreement on the “Delivery for Testing” date without placing the project on hold.
	* The duration of this SOW is limited to 3 months from contract signed date. Additional implementation fee will be applied if the project duration goes beyond 3 months.
	* The implementation project will end no later than ninety (90) days after the agreed upon delivery for testing date.
	* All payments are due 30 days from date of invoice (net 30)

## Change Control

Both BTerrell and Business Partner must mutually agree upon any changes to this Statement of Work. No verbal agreement between persons involved in the Project will be binding on either BTerrell or Client.

Mutually acceptable changes in the scope of work and adjustments in schedule and price will be incorporated as a modification to this Statement of Work or may become the basis of a new, follow-on Statement of Work.

## Responsibilities

**BTerrell** – BTerrell will designate a single point of contact to be the Client's primary contact with BTerrell. The BTerrell Project Manager will be responsible for the overall project delivery including but not limited to: management of scope, planning, scheduling.

**Client** – Client will designate a single point of contact to serve as the Client Project Manager and will be the primary contact for BTerrell. The Client Project Manager will have full authority to act on behalf of the Customer with respect to but not limited to: 1) providing sample output files and template specification documents. 2) Respond to questions regarding templates. 3) Performing all user testing of the EFT Manager files. 4) System configuration validation. As well as, interfacing with BTerrell to ensure there is an efficient exchange of information and that important and timely decisions are made, including attendance in scheduled project status meetings, decision and signature authority and authorizing payments.

## To accept this agreement, please sign and date this page and return to BTerrell Group.

#### Customer Company BTerrell Group, LLP

**SIGNATURE: SIGNATURE:**

**NAME: NAME:**

**TITLE: TITLE:**

**DATE: DATE:**