

Wizard Productivity Systems, LP
Premier Accounting Solution
Scope of Work

The Scope of Work (SOW) of this agreement is limited to a turn-key fixed price implementation of the Microsoft Dynamics GP system. This is a turn key solution where the software will be installed on a server and the server shipped to the client configured. Client needs to plug this server into their network environment. The only Dynamics GP modules included in this SOW are General Ledger, Payables Management, Receivables Management and Bank Reconciliation. Wizard will provide Client with a model Project Plan that includes the steps required for a successful implementation.

Server – the Software listed below will be installed and configured remotely on the Server and the Server shipped to client.

Intel® 64-bit Xeon® Dual-Core 1333 MHz FSB
2GB main memory
(2) 250GB Raid 1 drives
IPMI 2.0 with Virtual Media over LAN

Shipping (FOB Destination) and insurance costs of the server are the responsibility of the Client. The Client is responsible for integrating the new server into the existing Client network environment and installing Dynamics GP on individual workstations at the Client's worksite. Wizard will provide general instructions on how to install Dynamics GP workstations and phone support as required.

Software – Wizard is responsible for installing the software on the Server. The software is limited to the following programs including the latest service packs:

- Microsoft Dynamics GP
- FRx Report Writer
- Wizard X4 Productivity Suite
 - *iConsultant*®
 - Convert-MSTR™
 - Config-TRKR™
- 1 Windows Server 2003 Operating System Standard Edition
- 1 Windows Server 2003 Standard Media Kit
- 3 Windows Server 2003 For Windows User Client Access License
- Microsoft SQL 2005 Express
- Office Basic 2007
- MozyPro backup service, 3 year subscription included – 20GB maximum

Software Configuration

- Windows Server 2003 Operating System Standard Edition
 - Client will fill out a Server Configuration Document and supply to Wizard
 - Wizard will install and configure server operating system based on responses in the Server Configuration Document

- Wizard will create 3 users and 1 accounting group in Active Directory on the Server
- Client is responsible for creating additional user accounts, groups and adding resources to Active Directory
- Wizard will configure Terminal Services for remote connectivity to the server
- Microsoft SQL 2005 Express
 - Wizard will install and configure SQL for the purposes of running Dynamics GP
 - Wizard will create a backup and maintenance plan for SQL databases that includes the following databases: master, Dynamics and 1 company database
- Microsoft Dynamics GP Business Essentials
 - Client will fill out the Dynamics Configuration Document which includes questions for the following modules:
 - General Ledger
 - Receivables Management
 - Payables Management
 - Bank Reconciliation
 - There are many more modules that iConsultant supports that are included in Business Essentials. However, only modules listed above are included in the scope of this statement of work
 - Wizard will review the Dynamics Configuration Document and offer suggestions and advice based on the responses. For example redesign of chart of accounts if necessary.
 - Wizard will install Dynamics GP
 - Wizard will create 1 company in Dynamics GP
 - Additional companies may be created for an additional charge. See Out of Scope Services below
 - Wizard will create up to 3 users in Dynamics GP and SQL
 - Client is responsible for creating additional user accounts in Dynamics GP for accounting system users
 - Wizard will utilize the preconfigured security roles within Dynamics GP. Wizard will assign each user roles limiting their access in the Dynamics GP system based on the Dynamics Configuration Document
- FRx Report Writer
 - Client will provide Wizard with the Financial Statement Format Template that includes a Balance Sheet and Income Statement format
 - Wizard will create 1 (one) Balance Sheet and 1 (one) Income Statement that is limited to 1 (one) Tree
- Wizard Productivity Suite
 - Wizard will install and configure the Wizard Productivity Suite to create the 1 company in Dynamics GP
 - Client will log into the server remotely and answer the questions appropriately to configure Dynamics GP

- Wizard will provide telephone and online support to assist client during the configuration process
- Upon completion of module setup by Client, a Wizard technician will review the Client system and offer guidance utilizing telephone and online support tools
- MozyPro
 - Wizard will install MozyPro and configure backup of Client system
- Microsoft Office Basic 2007
 - Wizard will install the Microsoft Office Suite

Training on Dynamics GP

There are multiple ways to learn the Dynamics GP system. Wizard will provide a training plan that provides an effective way for users to become familiar with Dynamics GP prior to the Go-Live date. Included in this SOW:

- Web based – this training is provided by the Microsoft site called E-Learning – the link will be provided shortly after payment is received.
- Wizard Instructor – this training is provided remotely by a Wizard instructor
 - Instructors will use web based tools and telephone conference calling to deliver material and monitor progress
 - A Training Schedule of instructor led training will be prepared by Wizard
 - Each class will only be conducted one time
 - Modules included in the Wizard instructor led training include:
 - System Manager (limited to user and security)
 - General Ledger
 - Payables Management
 - Receivables Management
 - Bank Reconciliation
 - Module training may be segmented into multiple classes. However, the any one class will be offered only one time
- Wizard Coaching – this training happens as Client goes live. Wizard staff will answer questions on ‘how to’ for topics that Client staff may need refresher training

No Wizard Instructor led training is available with the Foundation SOW

Classroom and onsite training is available throughout the country through a network of partners. However, this sort of training is not included in this SOW and the cost of such training is solely the responsibility of the Client.

Data Conversion – Client is responsible for conversion of data from existing system to Dynamics GP. The Convert-MSTR program assists in the conversion process along with data file templates provided. The model Project Plan allocates some Wizard time for coaching Client on conversion issues.

Out of scope services – If Client desires services beyond the scope of this SOW they may contract those services with Wizard at standard hourly rates prepaid. Wizard will prepare a work order for the out of scope services and have Client sign work order agreeing to the terms. All services will be performed remotely using online tools and telephone support.

Location of Work

All work by Wizard and affiliates will be done remotely. The server will be configured in our offices by both Wizard and Client. Once the system has been configured Wizard will ask the client to sign off on the Configuration Acceptance Document that the configuration is accepted. Once the system is accepted, Wizard will ship the server to the Client. Client is responsible for integrating the new server into the existing environment.

During configuration, Wizard will perform implementation support conducted online or through telephone support. Wizard may utilize web based tools to assist in that support and conduct conference calls with Client.

In the event a Client needs on-site support at the Client's office, Wizard will assist Client in locating local resources and turn the matter over to the local resource.

Period of Performance

Wizard anticipates most Clients will accept their system within 45-90 days. Upon execution of this SOW agreement, Wizard will order the server and begin the configuration process. Wizard expects that the Client should be able to log into their system to begin the Client portion of the configuration approximately 2 weeks after SOW execution.

The terms of this SOW are services from Wizard will be complete 120 days from the date of execution of this SOW agreement. All services after the 120 days will be billed on time and materials charges in prepaid blocks of time. Client Servers still in Wizard offices after 120 days will be shipped to Client with or without the Configuration Acceptance Document signed and providing all funds due Wizard are received.

On-going support contracts are available from Wizard Technology Systems and Microsoft. Please our website for more details. Ongoing support is not included in this SOW.

Deliverables Schedule

Wizard will provide several deliverable documents during the course of the implementation. When used properly, the deliverable documents help the success of the projects. There is a suggested timeline to the completion of the deliverables in order to help guide the project to a successful Go Live date.

Deliverable	Suggested Timeframe for Completion
Execute the SOW	Starts the clock
Model Project Plan	1 st week
Server Configuration Document	2 nd week
Dynamics Configuration Document	3 rd week
Load Software on Server	4 th week
SQL Backup and Maintenance Document	4 th week
Configure Software	8 th week
Configuration Acceptance Document	8 th week
Training Plan	3 rd week
Training Schedule	5 th week
Training	9 th week
Project Sign-off Document	12 th week

Acceptance Criteria

Wizard has two stages of Client acceptance. Upon completed configuration of Server, Client will sign off on Configuration Acceptance Document. This document asserts that the Software has been installed on the server, the Dynamics GP system has been configured and the server is ready to be shipped to the Client site.

The second acceptance is the Project Sign-off Document, Client signs the Project Sign-off Document after the server has been delivered and staff training schedule has been completed including the coaching sessions. Signing the Project Sign-off Document indicates the end of this SOW.

Special Requirements

There are not any special hardware or software, specialized workforce requirements, such as degrees or certifications for personnel, travel requirements, and anything else not covered in the contract specifics

Approval of Engagement Letter

If the scope and purpose of the software and services described herein and in the attached General Business Terms are in accordance with your wishes, please indicate by signing below and returning this copy.

Approved on behalf of Company.

Company Name

Wizard Productivity System, LP
Company Name

Authorized Person

Paul J. Farrell

Title

President
Title

Date

Date

Please fax an executed copy of this SOW to Wizard's Sales Department at:
(800) 939 4119