

## SERVICES ORDER FORM

Order Form for: **City of Stevenson**  
 Prepared on: **November 6, 2019**  
 Order Form Expires: **December 6, 2019**  
 Order Form Number: 00000517

Service Fee:	<b>\$0.00</b>
Onetime Costs:	<b>\$2,800.00</b>
Contract Start Date:	11-07-2019
Contract End Date:	03-11-2020

### ORDER PREPARED FOR:

Company: **City of Stevenson**  
 Contact: **Leana Kinley**  
 Address: **7121 E. Loop Rd.**  
**PO Box 371**  
**Stevenson, Washington 98648-0371**  
 Phone: **(509) 427-5970**  
 Email: **leana@ci.stevenson.wa.us**

### ORDER PREPARED BY:

Company: **BIAS Software**  
 Contact: **Mark Felchlin**  
 Address: **327 E Pacific**  
**Spokane, WA 99202**  
 Phone: **(509) 443-3332**  
 Email: **mark@biassoftware.com**

### ORDER DETAILS

PROFESSIONAL SERVICE - CURRENT	ORDER START DATE	ORDER END DATE	ORDER TERM (MONTHS)	MONTHLY/UNIT PRICE	QTY	TOTAL PRICE
<b>Accounting Support</b> Up to 20 hours of accounting assistance.  ADVISING SERVICES AVAILABLE: Audit Consulting, Annual Report Consulting, Budget Consulting, Chart of Accounts Review, Auditor Correspondence, Budget Final Review, Special Projects, Grant Tracking/Coding/Reporting,  WORKFLOW TRAINING & ASSISTANCE: Cash Reconciliation, Payroll Maintenance, Payroll Review, Agency Reporting, Budget Implementation, Cash Handling Procedures, Accounts Payable  Additional time can be purchased at \$140 an hour. (Includes a 20% discount)	11-11-2019	03-11-2020	4	\$2,800.00 <hr/> <i>List Price: \$3,500.00</i>	1	\$2,800.00
<b>SUBTOTAL:</b>						<b>\$2,800.00</b>

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### TERMS AND CONDITIONS

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

### ORDER FORM PRICE SUMMARY

Service Fee:	<b>\$0.00</b>
Onetime Costs:	<b>\$2,800.00</b>
<b>Contract Start Date:</b>	11-07-2019
<b>Contract End Date:</b>	03-11-2020

Order Form doesn't include sales tax.

### REMARKS

Prices don't include taxes that may apply. **This is not an invoice.**

### PAYMENT

<b>PAYMENT SCHEDULE</b>
<b>DUE 30 DAYS AFTER APPROVAL</b> <b>\$2,800.00</b>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the [Master Subscription Agreement](#) between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax [all pages](#) to 888.228.0030 or [mark@biassoftware.com](mailto:mark@biassoftware.com)