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| ***Submitted to:*** | **Arlex L. Ines**  **Ines and Villacarlos Law Offices** |
| ***Submitted by:*** | **Gian Carlo Servillon / Robin Garcia**  **System Developer** |
| ***Date:*** | March 24, 2019 |
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**I & V File Management System (IVFMS)**

I.V File Management System manages data files in a computer system. It has the capability to add users, create archive, generate reports, view clients and files, assign client to lawyer, view log history and view calendar schedule. The IVFMS is designed to cater Ines and Villacarlos Law offices operations.

The coverage of the system is as follows:

* Module 1: Dashboard (Admin account)
  + View summary of other modules
* Module 2: Users (Admin account)
  + Add / Create User
  + Update user info
  + Update user password
  + Login / Logout
* Module 3: Archives (Admin account)
  + View lawyers
  + Add Client & Choose lawyer for client
  + View clients & Files
  + Search clients
  + Share Folder to lawyer
  + Generate 10 Folders for files
  + Generate 10 Folder for billing
  + Add Folder & subfolder
  + Multiple file upload
* Module 4: My Client (Admin / lawyer account)
  + View folders / files
  + Can upload & download files
  + Action logged to docket
  + Search folders / files
* Module 4: Calendar (Admin / lawyer account)
  + Can view calendar
* Module 5: Docket (Admin account)
  + View log history
  + Search logs
* Module 6: Payables (Admin account)
  + Create voucher/payable
  + Add particulars
  + Search voucher/payables
  + Generate report by date range & client
  + Reports (excel files) are password protected
* Module 7: Billing (Admin account)
  + search client & client folder
  + Add particulars
  + Generate report by date range & client
  + Reports (excel files) are password protected
  + Search created billing
* Module 8: Backup(Admin account)
  + Export Database
  + Copy files to other destination

**PROJECT COST**

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| **Development Fees** | Cost |
| Customize File Management System (IVFMS) | PHP 50,000.00 |
| Total | **PHP 50,000.00** |

**TERMS OF PAYMENT**

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| --- | --- |
| **Schedules** | Cost |
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| 50% Upon signing of contract to commence the project | PHP 25,000.00 |
| 50% Upon completion and final acceptance | PHP 25,000.00 |
| Total | **PHP 50,000.00\*** |

***Acceptance of the Proposal***

**(CONTRACT)**

**Project:** I & V File Management System

**Date: March 24, 2019**

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| Name | **Mr. Arlex L. Ines** |
| Company | **Ines and Villacarlos Law Offices** |
| System Developer | GianCarlo Servillon / Robin Garcia |
| Project Type: | Customize File Management System |
| Client Responsibility | * Provide content & information related to the development of the Application * Approve all content to be uploaded into the system * Create and maintain user accounts. * Assign a person to oversee the progress of the application |
| Source Code | Source code belong to the Said Company. |
| Project Duration | 30 days from signing of Contract |
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**MODIFICATION MANAGEMENT PROCESS**

Modification can be defined as any requested work by the client beyond the scope of this proposal and/or additional work requested on product that have been reviewed and approved by the client.

Any work qualifying as a modification will be considered as an Add-On Project, which will be reviewed and discussed by the Client and developer. A new proposal for the cost and schedule of the modification will be submitted and requires the Client signatory approval.

**TERMS :**

1. The **Company** shall not deduct withholding taxes, any other taxes required to be deducted by an employer. The Developer acknowledges and agrees that it is responsible to pay all its dues and taxes as an independent developer.
2. The Developer further acknowledges that it is not entitled to any fringe benefits, pension, retirement, profit sharing or any other benefits.
3. The System is warranted for (1) month from its installation date to conform to the requirements and specifications released by the Company. Program errors will be corrected for free during the warranty period. Correction can be made via remote system or personal visit if needed.
4. The System cost covers all the functionalities stated above. This system is to be used solely by **Company** only. Additional app installation for a different company and/or new server-based computer installation will be covered by a different proposal.

**SIGNOFF**

This proposal was made this 24th **day of March, 2019** and will be deemed accepted upon receipt of an originally signed copy thereof. If this proposal correctly states our agreement, please sign on the corresponding spaces below and return the duplicate copies to us at your earliest convenience.

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth above.

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| System Developer **GianCarlo Servillon Robin Garcia**  0948-6149873 09087235313  Date: | Client **Arlex L. Ines**  Ines and Villacarlos Law Offices.  Date: |
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