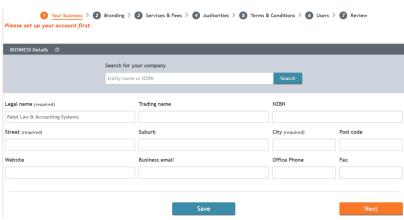
2Shakes SIGNING UP form.



1 Your business > 2 Branding > 3 Services & Fees > 4 Authorities > 5 Terms & Conditions > 6 Users > 7 Review Choose File No file chosen Email footer image please select a jpg, png or gif of 1MB maximum size Choose File No file chosen LinkedIn

twitter.com/ YourCompany

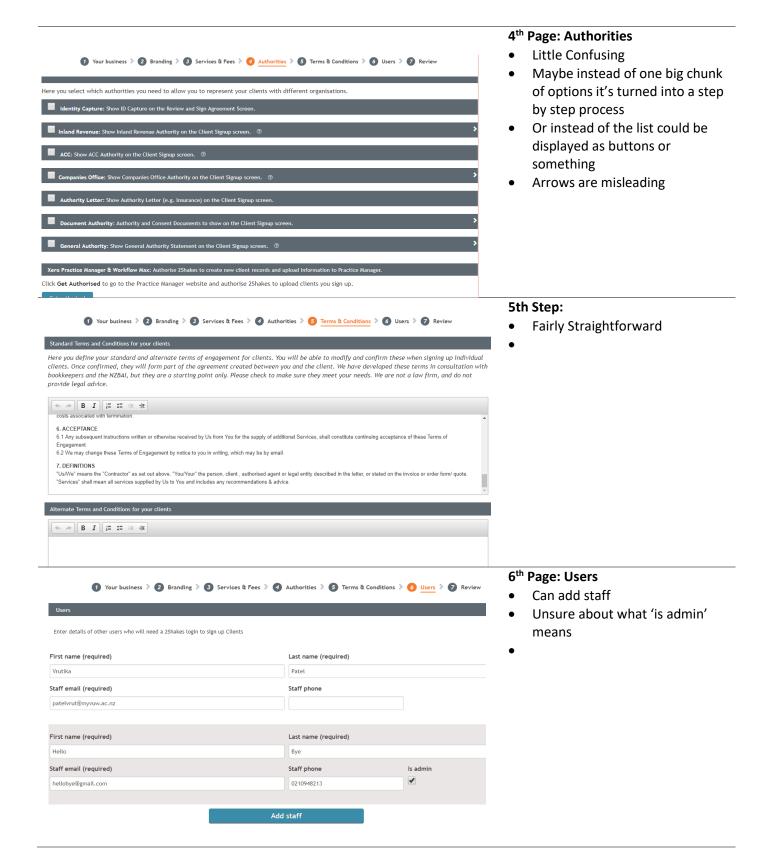
1st Page: Your Business

- Question mark should maybe be another color (kind of hard to see)
- but good use of pop-up
- I like that you can search businesses and a window pops up where you can select an option. Once the option is selected then some of the information is already filled out for you.
- Good button placement
- Potentially need to asterix options that are required fields.
- however when you click the save button it does indicate which fields are required
- I like the bar at the top that tells you what stage you're at and the instruction underneath tells you to 'Please set up your account first' is good

2nd Page: Branding

- Instructions are there but they need to be another colour
- If you upload a logo, no option to delete the photo
- Header titles don't really stand out
- **Email**
- I'm still a little unsure about it. It could look better.
- Might need little pop-up explaining what it is
- Don't know what attachment button is for
- Option to go to the previous page







Facebook www.facebook.com/ Twitter: www.linkedin.com/ LinkedIn:

- Accounts processing using computerised accounts package
 Bank reconciliations
- · Debtor invoices & statements

- Online payments
 GST Returns
 Payroll processing & PAYE

 PAYE
- Bank reconciliation

- Bank reconciliations
 Debtor invoices & statements
 Online payments
 GST Returns
 Payroll processing & PAYE
 Withholding Tax deducted from Contractors
 Fringe Benefit Tax
- Management Reports
- Monthly Employer Deduction Schedule Annual Accounts to Trial Balance
- ACC levies
 Companies Office return
 Something Professional

Our fees for services are \$AMOUNT per Month/Week/Hour excluding GST. We require payment for services as specified in our attached terms and

Staff			
First name:	Vrutika	First name:	Hello
Last name:	Patel	Last name:	Bye
Staff phone:		Staff phone:	0210948213
Staff email:	patelvrut@myvuw.ac.nz	Staff email:	hellobye@gmail.com
Staff email:	patelvrut@myvuw.ac.nz	Staff email:	hellobye@gmail.com

Standard Terms and Conditions for your clients

The following terms of engagement shall apply to all Services provided by Us to You.

- 1.1 Prior to the commencement of engagement, we will send You a letter recording the scope and cost of the Services You require to be delivered.

 1.2 By signing/acknowledging this letter You confirm that You have read and accepted the scope and cost of Services and these Terms of Engagement.

2. FEES, PAYMENT TERMS, INTEREST AND COLLECTION EXPENSES

2. FEES, PAYMENT TERMS, INTEREST AND COLLECTION EXPENSES
2.1 We will charge You the agreed hourly rate or contracted rate as stated in the letter plus any associated costs on a weekly basis unless otherwise stated in the letter. Terms of payment are seven (?) days from the date of invoice, unless otherwise stated in the letter.
2.2 if you fail to make a payment by the due date You shall be liable to pay Us:
(a) Default interest on the amount outstanding calculated at 3.5% per month, and which shall accrue after as well as before judgement.
(b) All expenses, & administration fees, including collection costs from obtaining the services of a debt collection company and/or legal fees in relation to any overdue amount will be added to Your account.
2.3 These Terms remain in place after termination of Service until all fees are paid.

2.3 These terms remain in place and a constitution of the properties of the properti

any Irregularities etc. we will report them to You.

A.3 You acknowledge that the Services do not include an audit or review of your financial information and statements and accordingly we are not responsible for the accuracy of any material We prepare in reliance of any information provided by You. We are not Chartered Accountants and the use of our services do not constitute the receipt of accounting or taxation advice. If you require accounting, taxation or other financial advice please contact a

4.4 if We are found to be liable to You (whether in contract, tort or otherwise) for any direct loss, damage or liability incurred by You in connection with the Services our total liability for all claims will be limited to [a refund of the amount of fees paid by You to Us in connection with the Services in respect of which the claim has arisen] or \$500.00

4.5 You agree to indemnify Us against all direct, indirect and consequential losses, damages, costs (including legal fees), fines, penalties and the like to

which We may become liable in connection with any Services provided to You.

4.6 Nothing in the Consumer Guarantees Act 1993 will apply where You are acquiring the Services for business purposes

5.1 We may cancel these Terms of engagement or cancel the Service by giving seven (7) days written notice to You. We shall not be liable for any loss or damage arising from such cancellation including but not limited to tax obligations, tax and Companies Office filing requirer

5.2 You may cancel the Services of the contractor by giving seven (7) days notice in writing. You will be liable for any costs incurred by Us up to the date of termination, including any costs associated with termination.

6.1 Any subsequent instructions written or otherwise received by Us from You for the supply of additional Services, shall constitute continuing acceptance of these Terms of Engagement

6.2 We may change these Terms of Engagement by notice to you in writing, which may be by email

7. DEFINITIONS

Us/We" means the "Contractor" as set out above. "You/Your" the person, client, authorised agent or legal entity described in the letter, or stated on the "Services" shall mean all services supplied by Us to You and includes any recommendations & advice

Alternate Terms and Conditions for your clients

7th Page: Review

- I kind of like the review page
- Terms and Conditions too long
- could have a button to click view terms and conditions instead that displays a pop up window or something
- Preview agreement takes you to an external link that displays nicely
- Cannot edit information on the screen would have to go through the process again

From: noreply@2shakes.co.nz Reply to: To: <cli>ent email> . <cli>ent signatory email> Subject: A new message to you from Patel Law & Accounting Systems Dear <client name>, Congratulations for signing up with Patel Law & Accounting Systems! We are delighted to attach here your signed agreement. This agreement outlines the services, T&C and fees we have agreed. As part of the sign up process any authority request forms we need to perform these agreed services for you have been completed, signed and sent in on your behalf. Details of the organisations where authority has been set up are listed in the attached agreement. If you would like a copy of the authority paperwork and forms please contact Patel Law & Accounting Systems and we can send you a copy. You can revoke any authority by contacting the relevant organisation and completing their authority change process. Thank you for choosing Patel Law & Accounting Systems. We look forward to working with you. Yours sincerely, Vrutika Patel Patel Law & Accounting Systems SignUp a Client

Mmmm

Patel Law & Accounting Systems 216 Patel Land Wellington

Agreement



This agreement for providing professional services is between

Signing up (you): <cli><cli><cli><cli>trading as <cli>trading_name> (NZBN <cli>trabn>)

And (we, us): Patel Law & Accounting Systems

- Accounts processing using computerised accounts package
 Bank reconciliations

- Bank reconciliations
 Deboti raivoice & statements
 Online payments
 Online payments
 Payroll processing & PAYE
 Withholding Tax deducted from Contractors
 Fringe Benefit Tax
 Management Reports
 Monthly Employer Deduction Schedule
 Annual Accounts to Trial Balance
 ACC Levies
 Companies Office returns
 Something Professional

Our fees for services are \$AMOUNT per Month/Week/Hour excluding GST. We require payment for services as specified in our attached terms and conditions.

I have read and understand and agree with the terms, conditions and statements in this agreement:

The following terms of engagement shall apply to all Services provided by Us to You.

1.S.COPE:

1.Brot to the commencement of engagement, we will send You a letter recording the scope and cost of the Services You require to be delivered.

1.By signing/schnowledging this letter You confirm that You have read and accepted the scope and cost of Services and these Terms

of Engagement.
2. FES, PANIMAT TERMS, INTEREST AND COLLECTION EXPENSE.
2.1 We will charge Ye on the agreed bonely note or contracted rate as stated in the letter plus any associated costs on a weedsly basis sulless otherwise stated in the letter. Terms of pyround an even (1) flashy from the date of nivoice, unless otherwise stated in the letter.
(a) Definit interest on the amount outstanding calculated at 3.5% per month, and which shall accure after as well as before judgement.
(b) All expenses, & administration fees, rachingle collection costs from obtaining the services of a debt collection company and/or legal fees in relation to any overhead semment will be added by Your account.
(a) CONDIDINITIALITY AND INTORNATION
3.1 Solgiet to clause 3.4, we will rest all information made available by You in connection with any engagement, as Strictly Private and Confidential

Confidential
3.2 Each party will both comply with all applicable provisions of the Privacy Act 1993.
3.3 Yea permit Is to collect use and retain information concerning You, for the purpose of assessing the Your credit worthiness or to enforce any rights under those terms of engagement.
3.4 Yea permit Is to disclose information obtained Is any person where we are required to do so by New Zealand Law.
3.4 Yea permit Is to tacketon information obtained to any person where the are required to do so by New Zealand Law.
3.3 Yea authories to request information from a third party on your behalf provided such information is reasonably required by Us to

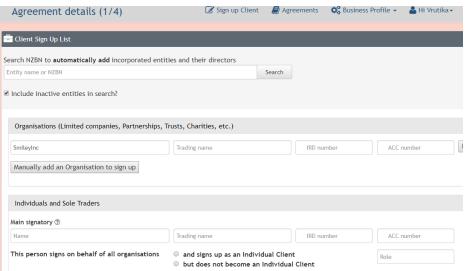
3.4 You permit Is to disclose information obtained to an persons where we are required to do so by New Zealand Law.
3.4 You antherise to respect information from a third party on your behalf provided ask information is reasonably required by Us to 3.4 You and the respect to require the permitted of the collection, classification and summarization of financial information supposed by You. You will supply complete information promptly at the times agreed so that We can undertake the Services, opinion on the encuracy of the material as ecomplete in the substitute for approach. We will not take active steps to identify the services of the encuracy of the material as ecomplete in the substitute for approach. We will not take active steps to identify weaknesses in your internal accounting system, errors, lifegal acts or other irregularities (such an one compliance with law or firmal, If we become aware of any armaterial We prepare in refuser of any information produced by You. We are not a responsible for the accuracy of any material We prepare in refusers of any information produced by You. We are not Chartered Accountants and the use of our services do not constitute the receipt of accounting to treatment or produced to the control of the accuracy of the control of the control of the control of the services of

requirements.
3.4 Yes may cancel the Services of the contractor by giving seven (?) days notice in writing. You will be liable for any costs incurred by 15 yes to the date of termination, including any costs associated with termination.

ACCEPTANCE
6.1 Any subsequent instructions written or otherwise received by Us from You for the supply of additional Services, shall constitute continuing acceptance of these Terms of Engagement.
6.2 We may change these Terms of Engagement by notice to you in writing, which may be by email.

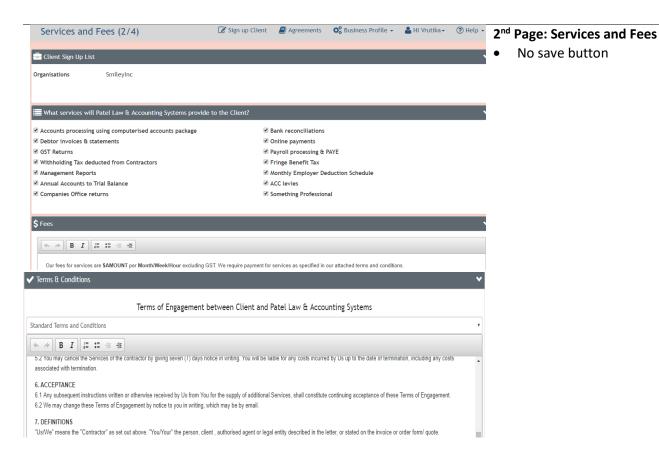
Agreement

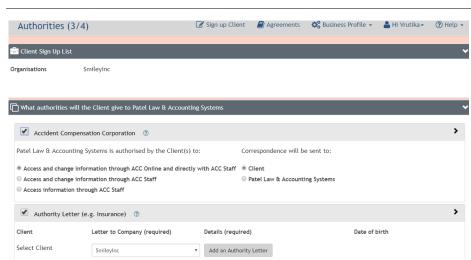
Signup a Client



1st Page: Client Sign up

- Can manually add a client or search one up
- The layout of Form is pretty bad
- When I tried to proceed it didn't let me because one of the fields was blank. Initially I didn't know which field was blank, but might be good to write a message at the top or be directed to the space that is not filled out correctly.

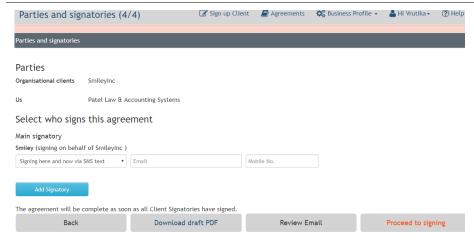




3rd Page: Authorities

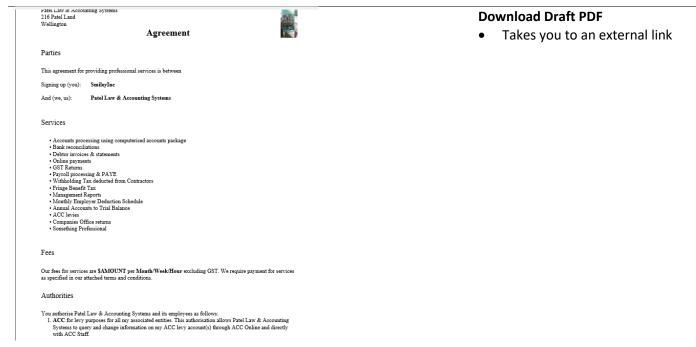
No save button

- Some fields are already filled in
- When Remove button clicked under authority letter the page refreshes. So theres a little bit of a page jump.



4th Page:

- Cannot remove signatories once you add them
- After email and adequate mobile number details are put in can you then proceed to signning

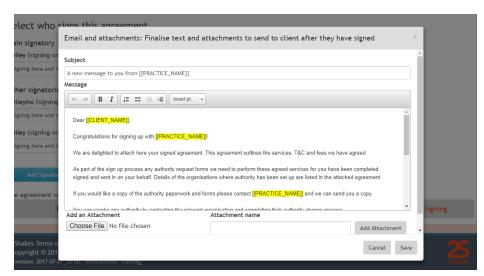


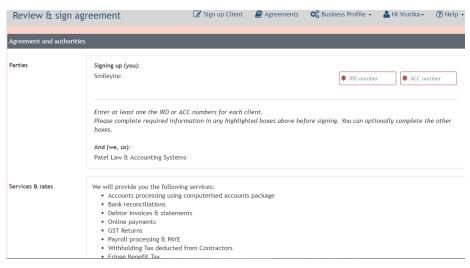
Authorities You authorise Patel Law & Accounting Systems and its employees as follows: 1. ACC for levy purposes for all my associated entities. This authorisation allows Patel Law & Accounting Systems to query and change information on my ACC levy account(s) through ACC Online and directly with ACC Staff. I have read and understand and agree with the terms, conditions and statements in this agreement: The following terms of engagement shall apply to all Services provided by Us to You. 1. SCOPE: 1. Prior to the commencement of engagement, we will send You a letter recording the scope and cost of the Services You require to be delivered. 1. Eye signing acknowledging this letter You confirm that You have read and accepted the scope and cost of Services and these Terms of Engagement. 2. If you full charge You the agreed honly rate or contracted rate a state in the letter plus any associated costs on a weekly basis unless otherwise stated in the letter. Terms of growment are seven (r) days from the date of morice, unless otherwise stated in the letter. Terms of growment are seven (r) days from the date of morice, unless otherwise stated in the letter. Terms of growment are seven (r) days from the date of morice, unless otherwise stated in the letter. 2. If you fail to make a payment by the due date You bail be liable to put Us. (a) Default interest on the amount will be added to Your account. 2. These Terms remain in place after termination of Service until all fees are paid. 3. CONTEINSTAILTY AND NORMANTON. 3. Stoppers and the state of the service and the service of the desire of the collection company and or legal fees in relation to any eventure amount will be added to Your account. 2. These Terms remain in place after termination of Service until all fees are paid. 3. CONTEINSTAILTY AND NORMANTON. 3. Stoppers and the service and the service of the service will be a serviced by the service of t

3.5 You authorise to request information from a fird party on you behalf provises such information is reasonatory requires by 0.5 to perform the 3-errors.

4. LIMITATION OF LIMITATION OF THE PROBLEM OF

Review Email Button





5th Page: Review and Sign **Agreement**

- Have different options for the signatories
- Don't know that the sms code is
- Option for the different signatures is good
- particularly cool that it comes up with printed kind of looking signature underneath

- · Debtor invoices & statements
- Online payments
- GST Returns
- Payroll processing & PAYE
- Withholding Tax deducted from Contractors
- Fringe Benefit Tax
- Management Reports
- · Monthly Employer Deduction Schedule
- Annual Accounts to Trial Balance
- ACC levies
- Companies Office returns • Something Professional

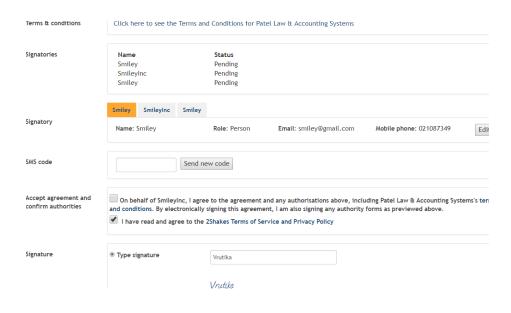
We will charge the following fees:

Our fees for services are \$AMOUNT per Month/Week/Hour excluding GST. We require payment for services as specified in our attached terms and conditions.

Smiley gives Patel Law & Accounting Systems the following authorities on behalf of SmileyInc:

 ACC for levy purposes for all my associated entities. This authorisation allows Patel Law & Accounting Systems to query
and change information on my ACC levy account(s) through ACC Online and directly with ACC Staff. By electronically signing this agreement, I understand that I am also signing an ACC1766 Giving access to your ACC Information form will which will automatically be completed and sent to ACC.

Preview form for SmileyInc



Side Note:

When enter button is pressed it does some weird things on the pages

- Like when you press enter in service name instead of clicking on the button it takes you to the first page