



Suite Engine Standard Terms & Conditions

Services Billing Rates:

(Amounts shown are in United States Dollars)

Associate Consultant / Developer	\$145 /Hour
Consultant / Developer	\$195 /Hour
Senior Consultant / Developer	\$195 /Hour
Solution Consultant / Developer	\$195 /Hour
Business Analyst / Solution Architect	\$195 /Hour
Project Manager	\$195 /Hour

Unplanned Afterhours and Weekend Rates:

Suite Engine will invoice planned after hours and weekend rates according to the Services and Billing Rates in this Exhibit or as agreed in a separate SOW. Any Client requested unplanned afterhours or weekend work will be invoiced at 1 ½ times the Services and Billing Rates in this Exhibit or as agreed in a separate SOW.

Cancellation of Onsite Services:

If Client cancels a scheduled appointment for Services more than 3 business days in advance of the scheduled beginning time for such Services, then no cancellation fee will be assessed to Client. Due to the high demand for Suite Engine Services and the necessity to schedule Services well in advance of performance, if Client cancels a scheduled appointment for Services less than 3 business days in advance of the scheduled beginning time for such Services, then Client agrees to pay Suite Engine a cancellation fee equal to the total fees that Suite Engine would have charged to Client if Suite Engine would have performed the scheduled Services less any fees Suite Engine was able to charge for services performed by the scheduled resource for other clients during the duration of the scheduled appointment.

Payment Terms:

All invoices for services will be due and payable within fifteen (15) days of the date of an invoice, subject to change based on Client's payment history.

Payment Options:

Payment will be made to Suite Engine by check, ACH transfer, or wire transfer per the applicable instructions below. Credit Cards are not accepted at this time.

ACH and wire transfers originating from USA:

Account Suite Engine, LLC
Bank Heritage Bank NA
310 1st Street SW
Willmar, MN 56201
Phone 800-344-7048
Bank Rep Dave Henle
Account 503396
Routing 091914710

Send payments by check to:

Suite Engine, LLC
2405 Satellite Blvd, Suite 225
Duluth, GA 30096

WIRE transfers originating from outside USA:

Account Suite Engine, LLC
Bank Heritage Bank NA
310 1st Street SW
Willmar, MN 56201
Phone 800-344-7048
Bank Rep Dave Henle
Account 112908742
Swift Code USBKUS44IMT

International wires are processed thru US Bank

ABA of US Bank (if needed) – 075000022

INCLUDE To Further Credit:

Suite Engine, LLC
2405 Satellite Blvd, Suite 225
Duluth, GA 30096
Heritage Bank Account 503396