

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
July 2, 2003

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

As a long-time member of the outstanding work that your organization has done in the community, I particularly enjoyed having the opportunity to see how you function from the inside. As you indicated during our meeting, our neighborhood group has grown to a point where it needs to dramatically enhance its accounting function so that it can continue to serve effectively.

This correspondence outlines the complete scope of work you requested, including objectives, procedures, identification of responsible, and estimated fees.

#### EXECUTIVE

Implement the Model 60 accounting system on the network. Install the Model 60 software, including implementation and setup, training, conversion assistance, and post-conversion support of the library master, general ledger, accounts payable, and import/master modules. Provide professional assistance related to this new system and coordinate the bridge to and from the Troy Research and Consulting, Ltd. software. Success of this project is dependent not only on the software, but also on your personnel's skill, effort, and willingness to work as a team.

#### SCOPE OF SERVICES

##### 1. Procedures

- a. Assist in planning implementation of the Model 60 accounting system.
- b. Recommend steps required to successfully install the new system and assist in assembling setup information and accounting data related to the implementation process.
- c. Establish specifications for the bridge from Dr. Troy Research software to capture cash receipts information. (Note: Troy Research software has a "General Ledger distribution" file that contains information that can be bridged in detail or summary format. The interface (export file) will be written by Troy Research staff.)
- d. Establish specifications for the bridge from the Contoso, Ltd. software to bridge payment schedules for grants issued. (Note: Contoso, Ltd. has a standard bridge but requires minor modification. The interface will be modified by Contoso, Ltd. staff.)