**Procountor software order**

1. **Parties and contact information**

**Customer**

|  |  |
| --- | --- |
| **Company name**      | **Business ID**      |
| **Street address**       | **Postal code and city**       |
| **Main user/contact person**       | **Main user/contact persons email**      |
| **Main user/contact persons telephone number**       | **Accounting office name**       |
| **Accounting office business ID**       | **Accounting office contact person**       |
| **Bank:**       |

**Supplier**

Accountor Finago AB, Business ID 556942-4467, Hälsingegatan 49, 113 31 Stockholm

1. **Product version and invoicing**

|  |  |
| --- | --- |
| **Changing over to production use** | **Use will be invoiced** |
| As of:       | [ ]  Customer *or* [ ]  Accounting Office |
| **Selected Procountor product version (choose one)** |
| [ ]  Financial Lite [ ]  Financial Basic [ ]  Financial Plus [ ]  Financial Premium |
| **Selected volume package (choose one)**[ ]  25 vouchers[ ]  50 vouchers[ ]  100 vouchers[ ]  200 voucher | [ ]  300 vouchers[ ]  400 vouchers[ ]  500 vouchers |

|  |
| --- |
| **Selected start-up package**[ ]  Opening of the Environment (no scanning) [ ]  Procountor Start-up [ ]  Procountor Start-up Extra  |
| **Additional information** (campaign identifiers, additional services to be opened, wishes related to implementation, etc.) |
|          |

1. **Order**

The Customer orders the user rights to the selected product version of Procountor software selected in section 2 (hereafter referred to as “Software”) from the Supplier and agrees to comply with the terms specified in this order by signing the order electronically or by signing a printed order and delivering it to the Supplier either on paper or scanned.

The Software is used for the Customer's financial administration. Users may include both the Customer's own personnel and responsible persons and an Accounting office authorised by the Customer. The content of the Software is determined by the currently valid Service description. The Supplier delivers main user's username and passwords to the Customer or an Accounting office.

Using the payment transaction feature of the Software requires that the Customer makes a separate agreement on payment transaction services with a bank. Agreement forms for the most common bank groups can be obtained from the Supplier. The Customer or an Accounting office must submit a signed payment transaction service agreement to their bank.

With this Order, the Customer authorizes the Supplier to make any necessary technical agreements and arrangements for online data in a manner that enables efficient technical use of the service.

The Customer agrees to notify the Supplier of any changes to their contact information without delay. The parties must notify each other if the relationship between the Accounting office and the Customer and/or possible invoicing from an Accounting office is terminated. After such termination, the software fees are invoiced from the Customer.

1. **Terms of agreement**

The Customer agreement that consists of this order and attached agreement terms enters into force as binding to the Customer at the time of signing the order. The Supplier will comply with the agreement terms by opening the Software for production use for the Customer. For the implementation of the Software, the Supplier reserves a reasonable period of time during which the Supplier may refuse to make an agreement. The agreement is valid until further notice. Each contracting party can terminate the agreement in writing within the notice period of one (1) month.

This agreement includes the following agreement terms as inseparable parts listed in the order they are applied:

1. **Service description and price list of the product versions**
2. **Procountor's General use and customer agreement terms**
(<https://procountor.fi/en/general-use-and-customer-agreement-terms>/)

**3)** **Privacy policy of the Software and Website**

 (<https://procountor.fi/en/privacy-policy/>)

The agreement terms that are valid at the time of signing are attached to this order, and currently valid agreement terms can be obtained from the Supplier, Supplier's website and/or Software.

1. **Signature**

|  |  |  |
| --- | --- | --- |
|  | **Customer** |  |
| **Place and date** |       |  |
| **Signature** |  |  |
| **Name in block letters** |       |  |
| **Titel** |       |  |

Please return a signed order form to the Supplier either on paper or scanned:

**On paper**: **Scanned:**

Accountor Finago AB kundservice@procountor.com
Hälsingegatan 49
113 31 Stockholm

An Accounting office representing the Customer may sign this order on behalf of the Customer if the Accounting office has received the necessary authorization from the Customer separately or as part of their service agreement. In such a case, the signed authorization must be submitted to the Supplier with the order.