

# Cashflow Manager Accountants' Inner Circle

## Thank you for your interest in the Cashflow Manager Accountants' Inner Circle!

As an accountant in public practice, it is vital for your sanity and profitability that your clients use the right bookkeeping solution for their business.

### Membership Eligibility

You are eligible to become a member of the Cashflow Manager Accountants Inner Circle if you are an accounting firm in the UK that complies with the professional bodies' public practice requirements and agree with the Cashflow Manager Core Philosophy.

### Cashflow Manager's Core Philosophy is this:

#### We believe:

1. There is a difference between bookkeeping and accounting, and that **most small business owners should not try to be accountants**. Rather they should keep records that help them with the day to day running of their business and make it easy for their accountants to effectively complete their compliance work.
2. **Accountants are the best people to advise clients** on the bookkeeping or accounting solutions to use because they understand their clients' needs and level of accounting expertise.
3. Accountants who have their clients' best interests at heart will advise them when there is a better solution for their needs.
4. Cashflow Manager is the **best solution for accountants to maximise efficiency, effectiveness and profitability** from their small business clients.

### Essential tools and resources that help you work more effectively with your clients and build your profitability

With thousands of UK businesses having been provided with Cashflow Manager software products **by their accountants**, becoming a Cashflow Manager Accountants Inner Circle Member is a must for any accountant in public practice and provides many benefits including:

- ❖ The complete range of Cashflow Manager software programs that is always kept up to date so you can process your own and your clients' work quickly and efficiently.
- ❖ Exclusive Accountants Only Documentation, Training, Technical Support and Communications to maximise your practice efficiency and make you the expert no matter how comfortable you are with computers or the programs.
- ❖ Your own copy of 'The Ultimate Cashflow Manager 'Video' Training Guide' that demonstrates anything you want to know about the programs right there on your computer. This is a great resource to show clients the benefits of using the program and just how easy it is.
- ❖ A Multi-user License that allows you to install Cashflow Manager on all your office computers.
- ❖ Reseller rights so you can purchase Cashflow Manager products at wholesale prices for resale to your clients.
- ❖ Direct telephone access to the Support Team based in Chelmsford, Essex for any staff member at your branch or office.

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**All this, and more, for just £97(+ VAT) Joining Fee which includes 1 full year membership, and then £50 (+ VAT) per year thereafter.**

**In fact, if you 'purchase' just 3 programs per year your annual membership is FREE!**

## **Become an Inner Circle Member Today**

To become a member please complete and return the Application Form with the necessary documents today.

If you would like more information about Cashflow Manager or Inner Circle membership please call your local Cashflow Manager Consultant.

## **Your local Cashflow Manager Consultant**

<b>Territory</b>	<b>Phone</b>
Southern England and Wales	0845 130 0611
Northern England, Ireland and Scotland	0141 956 7917

We look forward to working with you in the very near future!



**Wayne Burgan**  
CEO, Cashflow Manager (UK) Ltd

"For basic bookkeeping and VAT, Cashflow Manager is the simplest system I've found for clients - we use it in both my practice and to keep SPA's own accounts - that tells you something!"

*Mr Peter Mitchell, Partner Peter Mitchell & Co and Chairman of SPA*

*Membership Fees are current at 1st September 2008 and are subject to change without notice.*

*'Purchased' means purchases by the firm for resale to clients, or purchases through the affiliate link on your website, or registered by clients using Cashflow Manager Referral Slips.*

*'Cashflow Manager software programs' means new Cashflow Manager, or Cashflow Manager with Invoice Manager programs.*

I am an accountant in public practice and I wish to apply for membership of the Cashflow Manager Accountants Inner Circle. I agree with the Cashflow Manager Philosophy and will recommend Cashflow Manager to clients for whom it is suitable. I understand and agree with the enclosed Membership terms and conditions and the Reseller conditions.

## 1. Your Details

Practice Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_ Pcode \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_ Pcode \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Your Accounting Association Memberships

- Institute of Chartered Accountants     ACCA  
 SPA     Other \_\_\_\_\_

## 3. Your Current Cashflow Manager software

- I do not have any existing Cashflow Manager software licenses  
 I have an existing Cashflow Manager software license

Cashflow Manager Registration Number(s): \_\_\_\_\_

\*Important - your existing software license will be converted into your Cashflow Manager Inner Circle Membership. See Membership Terms and Conditions for full details. In the event that you have multiple serial numbers we will contact you to determine your primary registration number to be converted.

## 4. Your Payment Details

I have enclosed a cheque (payable to Cashflow Manager (UK) Ltd) for £113.98 (including VAT).

or

Please charge £113.98 (including VAT) to my:  Visa  MasterCard

Credit Card Number: \_\_\_\_\_ Expiry : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Security Code (last 3 digits on security strip on reverse side of card): \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Your Documentation

I have enclosed a copy of my:  Firm letterhead    AND     Current Public Practice Certificate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Return this application form to Cashflow Manager (UK) Ltd

Fax the completed application form with the required documents to **0845 1300722** or mail to: **Cashflow Manager (UK) Ltd**, 15 Waterhouse Business Centre, 2 Cromar Way, CHELMSFORD, ESSEX, CM1 2QE

## Terms and Conditions

### Cashflow Manager Inner Circle Membership

1. The Applicant warrants that he or she is currently an accountant in public practice in the UK and authorises Cashflow Manager (UK) Ltd to make such enquiries as it considers necessary to verify details of their practice. Cashflow Manager (UK) Ltd reserves the right to reject any application if the membership criteria have not been satisfied.
2. The Applicant acknowledges that their joining fee provides them with membership for 12 months following their date of application.
3. The Applicant acknowledges that there is an annual membership fee which may be waived for firms who have complied with the Terms and Conditions and have 'purchased' a minimum number of software programs (currently 3) during the previous membership period.
4. Members who have not had their annual membership fee waived can renew their membership by payment of the Annual Membership Fee (currently £50 + VAT). In the event that the Annual Membership Fee is not paid within 30 days of the Expiry Date, membership may be terminated and any subsequent request for reinstatement of membership (and joining fee) will be at the discretion of Cashflow Manager (UK) Ltd.
5. The Applicant acknowledges that the Inner Circle membership applies to a single office and that multiple offices of the same firm will require their own membership.
6. The Applicant understands and accepts that the license to use the Cashflow Manager Office Copy Software is granted to them as a benefit of their membership and the software may only be installed on computers at the place of business registered by the member.
7. The Applicant understands and accepts that the Cashflow Manager Office Copy Software is a "Not for Retail Sale" product and may not be transferred or assigned or given to any other party. In the event of the termination of their membership all copies of the product must be deleted and all CDs immediately returned to Cashflow Manager (UK) Ltd unless Cashflow Manager (UK) Ltd agrees in writing for the software to be used in alternative circumstances.
8. The Applicant agrees that when upgrades of the Cashflow Manager Software are provided, the license in respect of the prior product shall immediately lapse and the original software shall be destroyed unless otherwise agreed to in writing by Cashflow Manager.
9. The Applicant agrees to use their best endeavours and to take all reasonable steps to safeguard the Cashflow Manager Software to ensure that there is no unauthorised copying or distribution of the software.
10. The Applicant agrees to notify Cashflow Manager in writing immediately upon any change in the details provided. Further documentation may be required by Cashflow Manager (UK) Ltd.
11. In the event of the breach of any of these conditions by the Applicant, Cashflow Manager (UK) Ltd may at its option, and in the manner that it shall determine, restrict or terminate the Applicant's membership and revoke any privileges associated with that membership.
12. In the event that the original Cashflow Manager software license is converted into an Inner Circle membership, the original license cannot be used or sold during the term of the membership. In the event that the membership lapses or is cancelled, the applicant may request for the original license to be reinstated.
13. Cashflow Manager (UK) Ltd reserves the right to make changes to the features, benefits, prices, terms and conditions of the Accountants Inner Circle Program.

### Reseller Terms and Conditions

1. **General:** These terms and conditions shall apply to the exclusion of all others including any terms and conditions of the Reseller (whether on the Reseller's order form or otherwise). Reseller acknowledges that these terms and conditions embody the whole agreement between the parties and agrees to be bound by them.
2. **Supply of Products:** Cashflow Manager supplies all products other than Not for Resale software on a "Sales or Exchange" basis. Any Returns that do not fall under the following conditions may be rejected or incur a re-stocking fee.
3. **New Versions:** Cashflow Manager protects Resellers from version changes by updating stock held to the latest version free of charge. Version rotation must be initiated via a request for a return Authority within 30 days of the release of the new version or a restocking fee may apply.
4. **Money Back Guarantee:** Cashflow Manager provides a 90 day Money Back Guarantee on new software products. If the customer or client wishes to return the product they must return the full product to the place of purchase within the stated Money Back Guarantee period. The following process should be followed:
  - (a) Refund the customer or client and return the entire product as stated under Clause 5 below.
  - (b) Cashflow Manager will replace the product with fresh stock.
5. **Procedure for returning products – Old Versions and Money Back Guarantee returns**
  - (a) Ensure that the complete product is included.
  - (b) Contact Cashflow Manager (UK) Ltd on 0845 1300611 for a Return Authorisation (RA) Number.
  - (c) Return the goods by your preferred carrier. Cashflow Manager does not accept freight charges.
  - (d) The returned product(s) and the accompanying documentation should be clearly identified with the RA number.
  - (e) Cashflow Manager will send a replacement package of the same type at Cashflow Manager's cost.
  - (f) Products returned for reasons other than the above may be charged a restocking fee.
6. **Payment**

The Reseller shall make Payment to Cashflow Manager for all products supplied and services rendered within Cashflow Manager's terms and acknowledges that these terms include the right to cancel further credit if applicable and to take legal action for the recovery of all sums outstanding. Should payment remain outstanding beyond Cashflow Manager payment terms, the Reseller is liable for all costs including legal costs and mercantile agent fees incurred by Cashflow Manager in recovering the amount outstanding.
7. **Not For Resale (NFR)**

NFR copies of Cashflow Manager products are not for resale copies for your own in-house use only. When you purchase a NFR copy it is registered to you. We will not supply the customer code required to use Cashflow Manager to anyone other than the registered owner and Resellers who on-sell NFR products will be liable to prosecution.