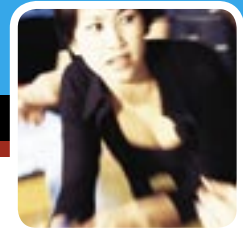


Product overview

Secure Finance Director



Secure Finance Director will support most of the accounting packages commonly in use by small and medium size companies. If there is one you want to use and it is not on our list then contact us. Prices for Accounting packages are the manufacturers recommended list price. Normally, introductions to the Secure Finance Director services will come through your accountant or bookkeeper. If you do not have an accountant or bookkeeper or want to make a change then contact us and we will send you a list of accountants in your area.

If your accounting software is still supported by its manufacturer and your accountant and will run under Windows then you can up load your software and data files to run on your dedicated space on our server.

If you have any other software that you are sure will run on the Windows operating system then contact us and we will give you a price to host it on our server and run it in the same safe environment as your MS Office applications and accounting software.

Secure Virtual Office will support any software package that will run under Windows operating system. The primary product on offer is MS Office Standard Edition (products included in Standard Edition: Word, Excel, PowerPoint and Outlook). Prices vary according to the supporting services selected.

Prices are for a monthly subscription and exclude VAT which will be applied at the standard rate. There is also a set-up fee which is equal to one month's subscription. Prospective users can register on line and payment is made by direct debit. As soon as contact and bank details have been registered your application will be processed. There is no limit to the number of users that can be registered at each application. Minimum contract period is six months but there is a 30 day no quibble money back guarantee. For further details about our no quibble guarantee please contact us.

Please allow 4 working days for the application to be processed. You will be sent an e-mail confirming receipt of your application and another one to confirm that the application has been successful. Each registered user will receive a letter confirming user ID and PIN. On first registration the user will be asked to enter and confirm a password. The system will prompt users to change their password every 90 days

Applicants will be able to start using the software 4 working days after submitting their application. The first month's subscription will only charge for the number of days remaining after the software has been made available. Thereafter, the subscription will be debited on the first of the month or on the next working day if the first of the month should fall on a weekend or a bank holiday.

Users who want to leave the service must give 90 days written notice of their wish to terminate their agreement. However, users may be substituted or replaced at any time. This means that employers do not need to pay for unused access if an employee leaves and is replaced. This substitution can be requested on line and will be actioned within 4 working days. Additional services or upgrades can be applied for at any time and will come into immediate effect.

secure
Finance Director

secure
Virtual Office

Additional FAQ

How does a user logged into an accounting package access the rest of the MS Office applications? A user logging on to secure Finance Director is automatically logged into their primary accounting application. Other windows applications are available through left mouse "clicking" "Start" on their task bar. Available applications are presented according to permissions granted on the users' profile.

Why do I have to wait 4 working days before a replacement user becomes active? The new user has to be issued with a new user ID and PIN. For security reasons this is always done through the postal service to reduce online masquerade or identity theft.

I have just bought the latest release of XYZ Accounting/ Payroll package. Can I have it installed on your server?

Yes. If the accounting/payroll package will run under MS Windows your ICT / accountancy support organisation can arrange for your applications software and files to be uploaded to the secure Finance Director data centre. Once arrangements for the transfer have been agreed the transfer can normally be completed within a few hours. If you anticipate any difficulties in this area please contact us.