COST BREAKDOWN TEMPLATE - START DIGITAL/ICT CAT B (GREEN LANE)
Please read instructions below before completing the Cost Breakdown Template.

- Please fill up all applicable boxes below and edit fields in [red]. You may add or remove cells as needed.
- The completed Cost Breakdown Template must be signed or stamped by the vendor. Cost Breakdown Templates that are not endorsed will be rejected.
- Submit the completed Cost Breakdown Templates on OSG in PDF format. Please label the PDF documents as [Name of SSA]_Cost Breakdown Template.
- Please include the vendor's actual quotation and the completed Cost Breakdown Template in a Zip folder and upload the folder on OSG.

If you are making a direct purchase online (e.g. purchasing online directly from Microsoft, Adobe, etc) and cannot obtain the vendor's endorsement, **this Cost Breakdown template will not be needed.** Instead, please submit **a screenshot of the webpage at check-out**.

SSA	IT Solution
[Name of SSA- Your Organisation]	Xero Cloud Accounting Software

VENDOR DETAILS

Everyday Corporate Pte. Ltd.	
202115139D	
18 Cross St, #02-101, Singapore 048423	
6593202657	
colleen.chan@everydaycorporate.com	

ONE-TIME IMPLEMENTATION COSTS & 1ST YEAR COSTS
(e.g. Software subscription/license, hosting, professional services, purchasing costs and maintenance costs)

Item 1: Software Xero Cloud Accounting Software subscription Standard for 1 year	$ 780.00
Item 2: Professional Services - Setup chart of accounts - Customisation of invoices and quotations - Configuration of user access level - Consultation & Integration with one connected app $ in Xero ecosystem - Creation of standard workflow to aid the ongoing process (Recommendation of best practices) - No data migration included	$ 800.00
Item 3: Training - Up to 5 days of training including personalised training on video call for up to 3 users, self-learning training, guidebooks and training videos, training materials comprises of hands-on exercise, case study, e-learning & useful tips.	$ 1,600.00
. . .	$ -
Discount *(if applicable)*	$ -
Sub-Total (Without GST)	$ 3,180.00
Sub-Total (With GST)	$ 3,180.00

2ND AND 3RD YEAR RECURRING COSTS (if applicable)
(Software subscription/license, hosting and maintenance costs)

2nd Year Recurring Cost	$ 600.00
3rd Year Recurring Cost	$ 600.00
Sub-Total (Without GST)	$ 1,200.00
Sub-Total (With GST)	$ 1,200.00

Total (Without GST)	$ 4,380.00
Total (With GST)	$ 4,380.00