

management information

This schedule should be read in conjunction with your engagement letter and the [terms of business](#).

1. Our responsibilities

- 1.1. We will prepare and provide you with a management information pack at the frequency specified in the services summary.
- 1.2. We will prepare dashboards for you from your data feeds, the number of dashboards and feeds are specified in the services summary. Where additional feeds or dashboards are required, a fixed monthly add-on will be required. This will be agreed with you in advance of any change in fees.
- 1.3. The management information will be provided electronically via a web portal to which we will give you access to, we will also support you in using this on an ongoing basis. All associate license, update and maintenance costs are borne by us.
- 1.4. Your business advisor will attend a meeting to discuss the management information, general business performance and other business related matters (frequency as defined in services summary).
- 1.5. We will work with you to agree the following:
 - 1.5.1. Your management information requirements;
 - 1.5.2. The data available to produce the management information; and
 - 1.5.3. The design of the management information

All of the above will be signed off prior to building your management information.

- 1.6. Changes after your management information design has been signed off may incur additional costs. These costs will vary depending on the nature of the changes but will be agreed with you in advance.

2. Your responsibilities

- 2.1. The responsibilities and obligations for maintaining your accounting records are set out in the engagement letter between us.
- 2.2. Our advice is not the only factor you should consider when deciding whether or not to proceed with a course of action and it is your decision alone as to whether or not to proceed. As an independent advisor we are not responsible for the management of the business or operations or the implementation of our advice, and you, your employees and other contractors must use professional business judgement regarding any matter on which we may advise.

3. Out of scope

- 3.1. You acknowledge that there may be additional costs if you request any changes to your management information dashboards after they have been signed off by you.
- 3.2. Additional reports, outputs, analysis and advice in relation to the services being provided in this schedule may be provided by agreement between us (including by email). The scope and fees for any such services will be agreed with you when you request the services.
- 3.3. Unless confirmed in writing with you (i.e. if they are a Qualified Investment Financial Advisor) your business advisor will not be able provide any investment advice.
- 3.4. For the avoidance of doubt, the following will be subject to separate agreement and scope:
 - a) design and development of any interfaces;
 - b) source data enhancement; and
 - c) making any amendments to system functionality.