

## What does your licence cover?

At Scribe we charge each Council a single annual licence fee. Our transparent pricing is based upon your income. Included in your licence fee is:

### The Scribe Accounts software

Access to the latest version of the Scribe Accounts software, along with regular software updates.

### Fully Inclusive Set Up and Training

When you purchase Scribe we will set you up with access to your own online account, and provide you with one-to-one training with our in house MAAT Qualified Accountant. Depending on your experience level, we typically find most Clerks require between 1 and 5 hours of training in their first month of using Scribe. If your Clerk/RFO changes, or you employ someone new, we'll happily repeat the training at no extra charge.

### Unlimited support

Once you're up and running you will continue to have unlimited access to the Scribe Support Team. We're available by email, phone and live chat during office hours Monday to Friday. We don't just provide technical support though, you'll also be able to book in for accounting help with our qualified accountant Hannah too.

### Online knowledge base

If you prefer to self-learn, our online knowledge base is filled with tutorials, frequently asked questions, and help documents.

### Financial year end support

We know from experience that the most stressful time of the year for Clerks is financial year end. As it approaches we offer free webinars and additional focused training sessions, to help take the pressure off!

*"The time saving comes from the reports generated. We used to report on the budget to the Council every four months. Now we report every Full Council meeting. We also provide bank reconciliation and in-depth reports to two committees."*

Liz Shayler, Clerk  
Banwell Parish Council



## Your quotation

**Scribe Accounts 12 Months Software Licence** £226.40  
**Income level £25-50K**  
License commencing 1st April 2020  
Single User Licence including Clerk's multi council discount @20%

VAT £45.28  
**TOTAL £271.68**

## Next steps

Booking a demo can be a great place to start, all that's left once you've seen Scribe in action is to present this quote and information to your councillors at their next meeting. If you get approval in the meantime we're usually happy to get you set up and trained before payment is received so please do let me know if you do get approval sooner and would like to make a start.

Jade Hodds: Customer Support  
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01603 856505

## Meet the Scribe Support Team



**Jade Hodds & Indi**  
Account Executive



**Jane Dafforn**  
Customer Support



**Hannah Driver MAAT**  
Support Accountant