

## Agency Appointment Sheet for Setting up Client and Vendor Balances

**Complete and email to [Support@TresTechnologies.com](mailto:Support@TresTechnologies.com), ATTN.: Appt Desk.**

Once we receive this form, we set up a one-hour telephone appointment so a Support Representative can walk you through implementing TRAMS. If you need more than an hour, we'll arrange for more time at the end of this appointment.

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

My Implementation Date is: \_\_\_\_\_

(This is the date you want to start recording balances so accurate reports can be run in TRAMS. It's usually the beginning of an accounting period.)

### CLIENT BALANCES

List any invoices issued *prior* to your implementation date that have not been paid by the client *as of that date*. (Continue on the back of this appointment sheet, if necessary.)

| Invoice<br>Number | Client | Amount |
|-------------------|--------|--------|
| _____             | _____  | _____  |
| _____             | _____  | _____  |
| _____             | _____  | _____  |
| _____             | _____  | _____  |
| _____             | _____  | _____  |
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| _____             | _____  | _____  |
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| _____             | _____  | _____  |
| _____             | _____  | _____  |
| _____             | _____  | _____  |
| _____             | _____  | _____  |

List any Clients that have paid money to the agency *prior* to the implementation date that is “on account.” (This means money collected but not remitted to anyone, such as gift certificates, overpayments, prepayments etc.)

| <u>Client</u> | <u>Amount</u> |
|---------------|---------------|
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
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| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |

**VENDOR BALANCES**

List any invoices issued *prior* to the above installation date that have been paid by the client but have not yet been paid to the vendor. ***(Do Not Include Commissions Waiting To Be Received By Agency.)***

| <u>Invoice Number</u> | <u>Vendor</u> | <u>Amount</u> |
|-----------------------|---------------|---------------|
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
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| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |
| _____                 | _____         | _____         |

If, as of *TRAMS* implementation date, you are in the midst of any “group” travel, please get the following totals.

| Group Name | Total<br>Amount<br>Received<br>from Clients | Total<br>Amount<br>Paid to<br>Vendors |
|------------|---|---------------------------------------|
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