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Nuvecta Launch service overview

A defined Zoho Books setup or limited cleanup for a small service business. Start by email, agree the scope and receive a working setup with written handover.

Price and timing

From R4,500 once-off. The final total and tax treatment are confirmed in your quotation. Pay 50% on acceptance and 50% before final handover. Software subscriptions are separate.

Target delivery: three calendar weeks from the confirmed start date, once the deposit, access and complete inputs are received. Delayed inputs or approved changes require a revised date.

What is included

- One South African service business, one Zoho Books organisation, ZAR base currency and one bank account.
- Either a fresh setup using client-approved opening figures, or a limited cleanup of one agreed month with up to 75 bank-statement lines. Older errors and additional months are separately scoped.
- Organisation settings, a service-business chart of accounts and configuration of the tax treatment supplied by the client or their accountant.
- Import of up to 50 customer and supplier contacts combined, up to 10 service items, and up to 20 outstanding customer or supplier documents combined at the conversion date. Source files must be complete and ready to import.
- One branded invoice template, agreed numbering and payment terms, and up to two recurring invoice templates plus one reminder rule where the client's Zoho plan supports them. Live sends require client approval.
- One bank-feed connection where available, or one agreed statement import. For the cleanup route, reconcile the agreed month and list any unresolved items.
- A document collection routine, one primary client contact and a written operating guide. Demonstrate an invoice, supplier bill and reconciliation workflow using drafts or sample entries.
- A sample profit and loss report, balance sheet and aged receivables report from the available records, with unresolved items identified. These are not audited accounts.
- Written handover, one consolidated correction round for the agreed setup, and 14 calendar days of email questions about that setup. New work is quoted separately.

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Working together

Your project is delivered through scheduled work and email updates. There is no ongoing monthly commitment unless separately agreed.

Availability and communication

Email info@nuvecta.co.za. We aim to reply within two business days, meaning Monday to Friday excluding South African public holidays. Work is scheduled outside normal weekday office hours; any evening or weekend call is arranged individually.

What we need from you

- Nominate one contact and confirm the business details, reporting dates and intended use of the system.
- Own and pay for the Zoho subscription and retain administrator control. Invite Nuvecta using an appropriate user role; do not share banking passwords or one-time codes.
- Provide complete source files, one bank statement for the selected period, customer and supplier information and approved opening balances.
- Confirm tax settings with your accountant where needed and approve invoice wording, reminders and any live sends.
- Reply to information requests within two business days where possible. Delays move the delivery target; payment authorisation remains with the client.

Review and support

Please send one consolidated list of corrections within seven calendar days of the review pack. We correct discrepancies against the agreed scope, record remaining exceptions and request written sign-off. Setup questions are included for 14 calendar days after handover.

What is outside this offer

Zoho subscriptions and third-party charges; extra entities, currencies, bank accounts or periods; inventory and ecommerce; payroll; tax filings or tax advice; audit or assurance; reconstruction of missing records; custom integrations; daily invoicing, collections, payment execution, emergency help or guaranteed weekday daytime support.

Changes and next steps

Agree the additional fee and revised timing in writing before extra work starts. If work is paused or cancelled, confirm completed work and the remaining payment position in writing before continuing.

To start, email info@nuvecta.co.za with your business type, current system, the issue you want resolved, approximate monthly transaction count and preferred completion date. The initial fit assessment is free and happens by email.