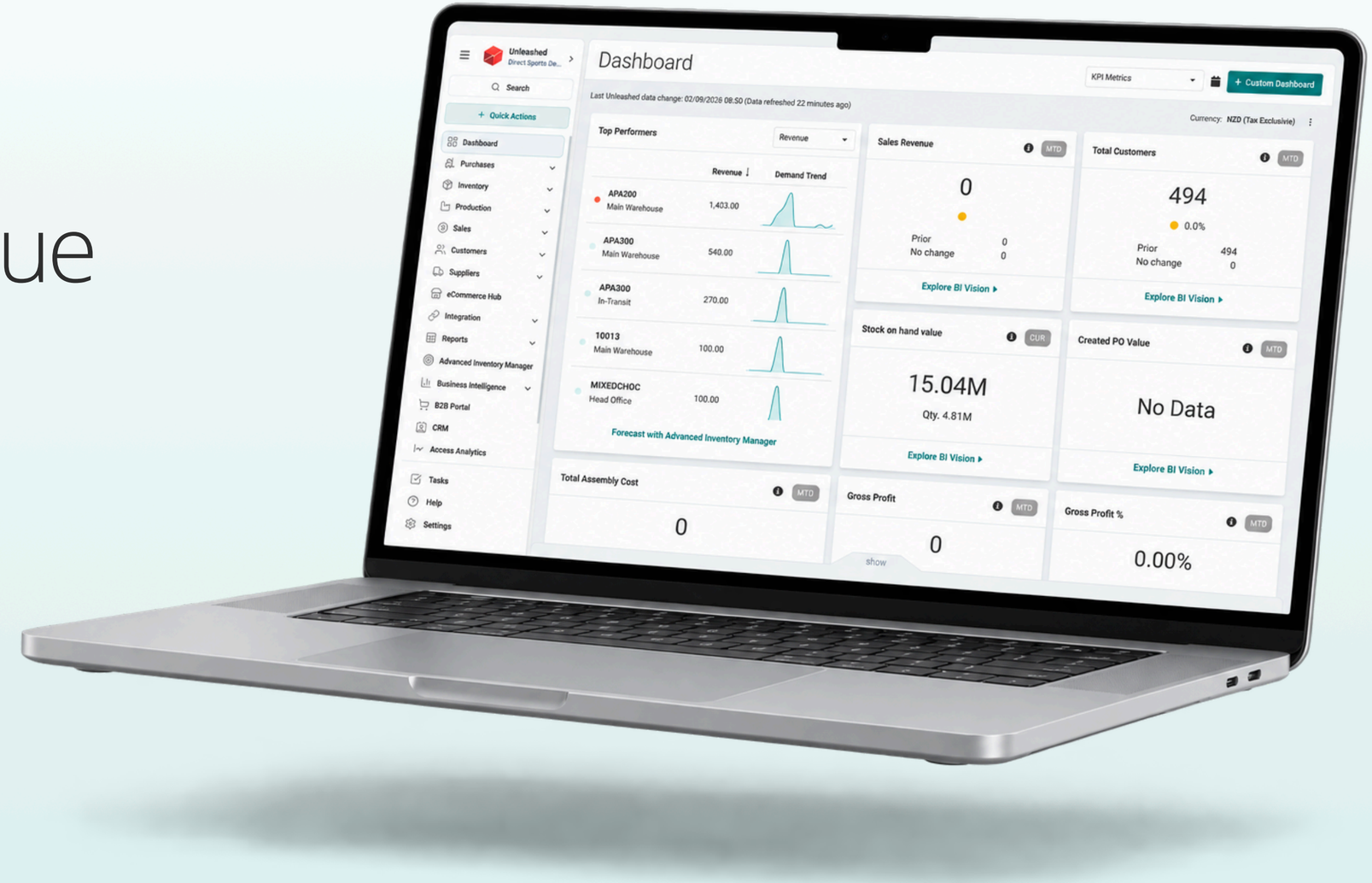
access
Unleashed Evo

Unleashed
Services Catalogue

Services & Rates

Effective from October 2026



Introduction & Contents

Unleashed Services Catalogue

At Access, we pride ourselves on the depth and breadth of skills across our Professional Services employees. These Consultants, Programme Managers, Project Managers, Trainers and Solution Architects are here to provide you with the industry expertise and product best practices that help you deploy, adopt, operate and integrate our market-leading software applications. Our Professional Services teams help hundreds of clients like you, every week, to improve their productivity, increase their efficiency and ultimately provide them with the freedom to do more.

How to get started

Browse the services below and share this catalogue with your team. Once you've selected a service, get in touch with your Account Manager and we'll take it from there. If you're not sure who your Account Manager is, you can chat with us from inside Unleashed. Find out how in our Help Centre. All sessions are conducted remotely via Microsoft Teams, and the first session must be booked within one month of sign-up.

Please review the Terms & Conditions at the end of this catalogue before proceeding — these outline delivery expectations, payment terms, and what's included in each service.

Document Design: Before proceeding, please share examples of the documents you'd like created. Our team will review and confirm what's achievable before any charge is applied.



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Advisory and Adoption Services

All sessions are delivered remotely via Microsoft Teams and are 1 hour each. The first session must be booked within one month of sign-up.
Pricing includes call recordings where applicable. All prices exclude applicable tax.

Service	Description	Pricing	Sessions	Duration	GBP	USD	NZD	AUD
Sales Module	Specific training for your team on the sales module and shipment module, covering: Invoicing, Fulfilment and Returns. Includes workflow review, tips and tricks, Sandbox testing, and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Purchase Module	Specific training on the purchase module covering: purchase orders, split receipting, supplier costs, supplier pricing and the Reorder Report. Includes workflow review, Sandbox testing and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Manufacturing / Production Module	Specific training covering: Setting up BOMs, managing production, assembly processes, auto and sub-assemblies, third-party manufacturing and production reporting. Includes Sandbox testing and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Inventory Module	Specific training on the Inventory module covering: Stock Adjustments, Stock Counts, Warehouse Transfers and Stock Revaluations. Includes workflow review, Sandbox testing and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Warehouse Management System (WMS) Module	In-depth training covering warehouse and location setup, putaway and pick strategies, stock movements, wave picking, and WMS reporting. Includes workflow review and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Reporting & Business Intelligence	Full run-through of the Business Intelligence (BI Vision) module: dashboard navigation, cross-referencing, date ranges, data analysis and setting targets and KPIs. Includes a tailored Reporting module run-through.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
B2B Portal Setup & Guidance	Specific training on the B2B setup covering: catalogues, categories, home screen customisation, B2B freight, email templates, pricing, product availability and inviting customers. Includes a post-go-live review session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697

(continued)

Advisory and Adoption Services (continued)

All sessions are delivered remotely via Microsoft Teams and are 1 hour each. The first session must be booked within one month of sign-up.
Pricing includes call recordings where applicable. All prices exclude applicable tax.

Service	Description	Pricing	Sessions	Duration	GBP	USD	NZD	AUD
Advanced Inventory Manager	Specific training on the Advanced Inventory Manager covering: AIM Insights, Modelling, Reviews and Forecasting. Includes workflow review, module testing and a Testing Overview session.	Fixed Price	2	1 hour per session	£360	$448	$757	$697
Data Exporter	In-depth training on the Data Exporter covering: how to pull sales order, shipment and purchase information into Excel, and how to create email templates for easy data extraction.	Fixed Price	1	1 hour per session	£180	$224	$378	$348
Hourly Training / Consultancy Sessions	General Q&A session on the system to answer all of your questions and take you through them on a screenshare session.	Per Hour	N/A	Per hour sessions	£180	$224	$378	$348
Document Design	We'll take your current documents and recreate them using the Unleashed document designer. You pay per template and can have as many designed as you need.	Per Template	N/A	Per template	£180	$224	$378	$348

Mission Critical Services

Service	Description	Pricing	Sessions	Duration	GBP	USD	NZD	AUD
Account Data & Setup Review	Our consultant will review your software setup and check data integrity. We'll then run through some recommended changes based on these findings with you.	Fixed Price	2	1 hour per session	£360	$448	$757	$697

Integration Services

All integration services are priced per hour, and each session is 1 hour. We recommend a 3-session package: (1) Sandbox configuration and workflow setup, (2) testing review and Q&A, (3) connection to your Live account (go-live). An optional troubleshooting session can be booked after go-live. The first session must be booked within one month of sign-up. You only pay for the sessions you book. All prices exclude applicable tax.

Service	Description	Pricing	GBP/hr	USD/hr	NZD/hr	AUD/hr
Shopify Configuration, Workflow & Troubleshooting	In the first session, our consultant will walk you through the configuration and work with you to set it up to your requirements in the Sandbox environment, including guidance around testing, workflows, go-live and troubleshooting. In the second, we will review your testing and discuss any questions you have. The final session includes connecting Shopify to your Live account. An optional post-go-live troubleshooting session is also available.	Per Hour	£190	$236	$399	$367
WooCommerce Configuration, Workflow & Troubleshooting	In the first session, our consultant will walk you through the configuration and work with you to set it up to your requirements in the Sandbox environment, including guidance around testing, workflows, go-live and troubleshooting. In the second, we will review your testing and discuss any questions you have. The final session includes connecting WooCommerce to your Live account. An optional post-go-live troubleshooting session is also available.	Per Hour	£190	$236	$399	$367
Xero / QuickBooks Configuration, Workflow & Troubleshooting	In the first session, our consultant will walk you through the configuration and work with you to set it up to your requirements, including guidance around testing, workflows, go-live and troubleshooting. In the second, we will review your testing and discuss any questions. The final session is post go-live and includes troubleshooting, questions and a walkthrough of how to reconcile the systems for month end.	Per Hour	£190	$236	$399	$367
Amazon Configuration, Workflow & Troubleshooting	In the first session, our consultant will walk you through the configuration and work with you to set it up to your requirements in the Sandbox environment, including guidance around testing, workflows, go-live and troubleshooting. In the second, we will review your testing and discuss any questions you have. The final session includes connecting Amazon to your Live account. An optional post-go-live troubleshooting session is also available.	Per Hour	£190	$236	$399	$367

Terms & Conditions

By selecting a service from this catalogue, you agree to the following terms.

Delivery

All sessions are delivered remotely via Microsoft Teams. The first session must be booked within one month of sign-up. Pricing includes call recordings where applicable.

Payment

Charges are applied to the card linked to your Unleashed subscription. Payment is taken upfront prior to sessions being booked. All prices exclude applicable tax.

Outcomes & Scope Changes

Once a service has been purchased, the charge will apply even if a consultant is unable to achieve the desired outcome due to system limitations. Additional charges may apply where significant scope changes are requested after agreement.

Rescheduling & Cancellations

- Sessions can be rescheduled at no charge with at least 24 hours' notice.
- A session cancelled or missed with less than 24 hours' notice, or where nobody from your team attends, will be treated as delivered and cannot be rescheduled.
- Services are non-refundable once payment has been applied.

Document Design

An example of each document must be provided prior to commencement. Our team will advise on what can be achieved but cannot guarantee an exact recreation of the original. Once a completed template has been delivered, customers have one week to request changes at no additional cost. Changes requested after this period will incur an additional fee.

Scoping

If your requirements fall outside this catalogue, contact your Account Manager to arrange a scoping call with our Professional Services team.