

PROFESSIONAL SERVICES CALCULATOR

Questions? Email sales@microix.net

Subject to Change- Last Updated: September 1, 2025

		Requisition Module	Inventory Module	Asset Tracking	Budget Module	Timesheet Module
Product	🔧 New Implementation plus initial training Options Per Database (This is for simple implementation and training (client process is easily known). A call will be required to scope out a "complex process" (not easily known))					
Classic & Modern	Simple implementation plus initial training estimated total hours	24	24	10	24	24
Classic & Modern	Simple implementation and NO initial training estimated total hour <i>For clients with prior experience as a Microix System Administrator & Trainer</i>	18	18	8	18	18
Classic & Modern	To Implement each additional database (If new workflows, new employees will need to be setup & trained)	20	20	10	20	20
Product	➕ Add-On Software & Hardware Services- Additional service hours will be required for initial implementation and training related to software or hardware not included in the core product. Applies to up to 5 attendees per session.					
Classic & Modern	Vendor Punchout -Each approved cXML Vendor punchout setup	4 Each				
Modern	Invoice Capture - Implementation and initial training	2				
Modern	Bank Feed - Simple Implementation and initial training <i>Single bank account (Ex. operating/checking or corporate credit card) with unlimited credit cards issued to staff</i>	4 Each				
Modern	Travel Reimbursement Implementation and initial training	2				
Classic & Modern	Hardware- Barcode Scanners (Consumables ONLY) - Initial Setup and Training		4-5			
Classic & Modern	Hardware- Barcode Scanners (Asset Tracking ONLY) - Initial Setup and Training			4		
Classic & Modern	Hardware- Biometric Time Clock (s) -Initial Setup and Training					4
Product	⚙️ Advanced Feature Setup – Include Hour-For clients implementing advanced features that are part of the core Microix product. Applies to up to 5 attendees per session.					
Classic & Modern	Shopping Cart - Does the customer plan to import a list of items for requesters to select from when creating a requisition?	3				
Classic & Modern	Credit Card Statement - Does the customer plan to import credit card statements & distribute AP documents to credit card holders to complete with receipts, etc. then submit for approval? OR Credit Card Purchase: - Approval- Does the customer require pre-approval for credit card purchases and/or reconciliation with the credit card statement?	3				
Classic & Modern	Import Budget History -Does the customer need to import prior year budget history from spreadsheet or another budget system (budgets not in MIP)				2	
Classic & Modern	Change in Budget Structure -Does the customer require a change in level of budgeting (i.e. from 3 budget segments to 4 budget segments) and valid budget histories to compare with?				8	
Classic & Modern	Salary Worksheet -Does the customer need to import employee, salary and benefits information from spreadsheet or another budget system (not in MIP Payroll)?				2	
Classic & Modern	Multiple Employee Specific Distribution Codes -Does the customer need to setup employees to be restricted to specific payroll distribution codes?					3
Product	📺 Post Refresher Training Designed for employees who are new to Microix or need a refresher on system functionality.					
Classic & Modern	Microix Super User/Administrator, Workflow Maint, managing documents Role Training (up to 5 attendees).	4	4	4	4	4
Classic & Modern	End User Requester Role Training (up to 25 attendees)	2	2		2	2
Classic & Modern	End User Approver Role Training (up to 25 attendees)	2	2		2	2

Product	 System Review & Assessment of Hours per Database <i>Applies to up to 5 attendees per session.</i>				
Classic & Modern	This session is designed for systems that are not fully implemented or require a discussion on best practices, adjustments to the current setup, or ways to maximize the software's benefits. With the client's permission, the consultant will gain access to view their current setup in order to further assess.	1	1	1	1
Product	 Customization Cost				
Classic & Modern	Custom Work Cost (SOW and timeline must be approved by Microix)	TBD	TBD	TBD	TBD
Product	 Professional Fee per Engagement				
Classic & Modern	This is an administrative fee for managing the engagement (i.e. for billing, time for following up emails, etc.)	TBD	TBD	TBD	TBD

Notes

Engagement Agreement

A formal engagement agreement is required before services begin. (Note: Software and Hardware orders must be received and processed before Microix-related services can begin.) The agreement outlines terms and conditions for review and approval.

Our pricing model includes a fixed base fee, supplemented by time-and-materials charges. Applicable rates will vary based on service delivery method:

1. Remote Rate

2. On-Site Rate Plus Travel Expense (Travel expense engagement agreement will be between Microix and the client.)

Note: If the engagement includes both remote and on-site hours, the full engagement will be billed at the on-site rate.

Implementation & Training Notice

All implementation and training are performed **remotely**.

For **on-site training request**, email sales@microix.net for current rate in addition to the travel expense details to provide to your client.

Hours & Scope

If purchased hours are **less than recommended**, the consultant will clarify what can be completed within that time.

The client must approve the adjusted scope before proceeding.

Additional hours may be purchased if needed.

Agreement Term & Fees

Agreement term: **6 months** from the Effective Date or upon completion of services—whichever comes first.

Fees are **non-cancelable, non-refundable, and unused hours cannot be credited**.

Reference Links

[Additional Terms and Conditions for Professional Services](#)

[Microix Professional Services Overview & Workflow Module Scope](#)

[Recommended Guidelines for Implementing MIP & Microix](#)

[WFM Classic Support - Knowledge base](#)

[WFM Modern Support - Knowledge base](#)

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