



JS CONSULTING SERVICES

TERMS AND CONDITIONS

Effective 1 December 2008

Terms of Trade

MYOB Consultation, set up, training, problem solving

Immediate Payment Terms Payment is requested upon completion of each consulting/training session

Credit Terms Payment is due 14 days from date of invoice. Preferred payment is by way of direct credit to our bank account nominated on our tax invoice. Interest will be charged at a rate not exceeding two percent (2%) above the prevailing 180 day bank bill rate as quoted by the Australian and New Zealand Banking Group on any amount due and not paid by you within the time required for payment. Any costs incurred in the collection of an overdue account are payable by the Client.

Administration & Bookkeeping Services

Credit Terms Payment is due 20th of the month following date of invoice. Preferred payment is by way of direct credit to our bank account nominated on our tax invoice. Interest will be charged at a rate not exceeding two percent (2%) above the prevailing 180 day bank bill rate as quoted by the Australian and New Zealand Banking Group on any amount due and not paid by you within the time required for payment. Any costs incurred in the collection of an overdue account are payable by the Client.

Software Terms **Full payment** strictly upon delivery/installation

Confidentiality

JS Consulting Services acknowledges the responsibility of maintaining the confidentiality of information relating to the accounting, bookkeeping and financial practices and procedures used by our clients. We acknowledge we are under a good faith and fidelity to our clients and will not make use of or disclose now or at any time in the future, any information which is confidential to our clients.

Disclaimer of Liability

The set up of MYOB Accounting is limited primarily to the financial information supplied and requirements specified by our client. The set up process does not involve verification of that information. We have not carried out an audit on the financial information and therefore we accept no responsibility for any errors, omissions or conclusions drawn from the use of the prepared account information.

The set up of MYOB Accounting is done at the request of and for the purpose of our client only and we accept no responsibility, including liability in negligence, to any other person.

JS Consulting Services does not accept responsibility for on site computer failures, computer maintenance, or lost data files. Data backups are the sole responsibility of the client and any backups taken off-site by us are as a convenience only and are not to be relied upon as a means of restoring data in the event of system failure or theft.

Fees

MYOB Consultation, set up, training, problem solving

\$65.00 per hour plus GST

\$70.00 per hour plus GST (after normal business hours & weekends)

Administration & Bookkeeping Services

\$45.00 per hour plus GST (3 hour min charge)

Phone/email query (at consulting rate)

\$10.00 min charge plus GST

A Site Visit fee is charged for each appointment

\$20.00 per visit plus GST or \$0.70 per km plus GST

Parking, disbursements – at cost

JS Consulting Services

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