

The Right Approach to Fees

- 1. We believe that it is important for our clients to understand how our fees are calculated and our expectations for payments.**
- 2. Our fees are calculated after taking account of a number of factors, including time spent on the assignment by our directors and employees and the level of skill, specialised knowledge and responsibility involved.**
- 3. We are always willing to consider providing a fixed price or estimate for particular tasks or projects which can be adequately defined. Any fixed price given will be binding on us in accordance with the terms of any fixed price agreement but any estimate given will be a guide and will not constitute a fixed price. Any fixed price or estimate will depend on the accuracy, completeness, relevance, and reliability of records and information provided by you.**
- 4. In instances where your assignment has not been completed by month end, a progress invoice may be rendered. We try to invoice monthly so that large bills do not accumulate.**
- 5. Our fees do not include general expenses such as travel costs, photocopying, printing, facsimile and courier incurred in connection with services. We will charge these in our invoices but will itemise them separately.**
- 6. Our fees and expenses are exclusive of GST and we will be entitled to recover any applicable GST from you.**
- 7. You agree to pay for our services. Payment is due by the 20th day of the month following the issue date of the invoice unless otherwise agreed in writing prior.**
- 8. We may charge interest on overdue amounts at the rate of 5% over the current 90 day bank bill rate. If your account remains unpaid and there is no satisfactory explanation for non-payment we may;**
 - a. Start proceedings to recover the amount owed, plus default interest and any collection costs incurred; and/or**
 - b. Do no further work for you, and will not release your papers and files until all accounts are paid.**