

RENDALL KELLY PTY LTD

TRADING CONDITIONS

1. Charges for our work are based upon hours spent and costed at our regular charge out rates as varied from time to time which are in accordance with rates charged by other firms of Chartered Accountants. Our rates vary from employee to employee according to the degree of responsibility involved and skill required, and are available on request. Direct cost of printing, stationary, postage, photocopying, telephone calls, and other disbursements are charged where appropriate.
2. Bills are raised either when an assignment is complete, when disbursements are paid on behalf of clients or on an interim basis during the course of an assignment when the time cost as disclosed by our work-in-progress record, exceeds \$200.00 unless otherwise agreed in writing.
3. Should you have any dispute as to the correctness or amount of a bill issued, please advise us in writing specifying the nature of the dispute as soon as possible, but in any event within fourteen (14) days to the invoice date, or in the case of a disbursement invoice, immediately upon receipt of the invoice. Otherwise you will be deemed to have accepted the amount on the invoice.
4. It is a condition of our service that when performing work for companies whether in their own capacity or as corporate trustees, we are instructed by the directors of such entities personally and on the basis such as directors are jointly and severally liable for payment of our invoices in the event the company fails to pay the invoice within the fourteen day credit term (subject to any agreed written variation of the fourteen day credit term).
5. Our terms of payment are fourteen days from the date of each invoice. We reserve the right to charge a service fee of one percentum (1%), or as varied from time to time, of the invoice amount per calendar month or part thereof for any invoice which is not paid within fourteen days of the invoice date. This service charge will be applied towards the additional interest, administrative and other costs incurred by us as a result of the delay in payment of overdue accounts.
6. The terms of payment for disbursement invoices are strictly seven days from the date of each invoice. No discount is available for disbursement invoices.
7. The customer grants to us a general possessory lien over all books, records, information and other material in our possession from time to time until all monies which may be owing from time to time by the customer are paid.