

TERMS OF BUSINESS

The following sets out the Terms of Business under which Money Penny Bookkeeping Pty Limited ABN 28 097 037 977 (“**Money Penny**”) agrees to provide casual /part time bookkeeping services to the client.

ACCEPTANCE

The client is deemed to have accepted these Terms of Business by virtue of its invitation to engage our services. These Terms of Business may only be altered via express written agreement between the client and Money Penny.

TERMS

1. Money Penny will use its best endeavours to provide an appropriate bookkeeper to the client for each assignment.
2. The client must provide to all onsite bookkeepers, in the course of each Assignment:
 - all necessary facilities;
 - supervision and assistance to ensure the client's satisfaction;
 - a safe workplace; and all training necessary for the client's workplace.
3. Money Penny will be responsible for all payments due to contractors.
4. The client agrees to pay Money Penny a fee of \$66 per hour for the provision of casual/part time bookkeeping by Money Penny. This rate is inclusive of GST.
5. If the following services are required they will be charged at the higher rate indicated. There are no minimum hours for these services.
\$88 for review/checking of work
\$110 for MYOB training/Set up of MYOB data file
6. All rates are reviewed annually in December.
7. If an individual who has been introduced to the client by Money Penny is employed by the client or any related business or entity in a permanent position within 12 months from the initial introduction the client will pay Money Penny \$1000 spotters fee.
8. In the event that client wishes to vary the day for bookkeepers visit 2 days notice should be given otherwise a cancellation fee equal to 4 hours at hourly rate will be charged.
9. Money Penny will invoice the client weekly. The client agrees to pay all invoices within 7 days of the date of the invoice. If invoices are not paid within trading terms bookkeepers visits will be postponed and work will not be commenced if there is an outstanding account.
10. Late payments will incur a service fee of \$22 per month inclusive of GST.
11. The client acknowledges that it is solely responsible for the supervision, direction and control of all onsite bookkeepers from the time any bookkeeper arrives at the client's workplace and for the duration of the assignment, and that the client will receive the bookkeeper at its sole risk and Money Penny shall not be liable to the client for any loss, expense, delay, damage, injury or death caused to any person or property howsoever caused by a bookkeeper, or resulting from a failure to provide a particular bookkeeper for all or part of an Assignment.