

Standard Commercial Terms and Conditions

- Quotations are valid for 30 days.
- Payment terms are no more than 15 days.
- For hourly or daily rate programs;
 - (1) invoices will be raised fortnightly, and
 - (2) travel time in excess of 1 hour will be charged at a rate of \$100 per hour.
- For project based fees, invoices will be raised consistent with the following schedule;
 - 20% of program fee on agreement to proceed
 - 30% of program fee at the mid-point of the program
 - 50% of program fee at completion of the program
- For services delivered within Australia, 10% GST charge will apply.
- Out-of-pocket expenses incurred in conducting the project, e.g. travel, accommodation, will be charged separately at cost.
- Where out-of-pocket expenses prior to the first invoice are expected to exceed \$500, a fee equal to the expected expenses will be charged prior to program commencement. This fee will be offset against the actual costs in the first invoice.
- Should the project be cancelled within 10 business days prior to commencement, a charge will be levied comprising 10% of the agreed project fee, plus out-of-pocket expenses incurred at the date of cancellation.