

## TERMS AND CONDITIONS

1. All prices are shown exclusive of GST.
2. Unless otherwise stated, payment terms for invoices are 7 days from date of invoice.
3. Income tax returns will be lodged upon settlement of our account.
4. Tax returns fees include incidental advice given in relation to preparation of the income tax returns. Any other tax advice given during the appointment is charged as per the schedule of fees.
5. Payments methods are cash, cheque or direct debit.
6. Accumulation of work in progress through the time billing system of \$200 or more will be billed at our election.
7. Billing of other work as instructed is invoiced upon completion of the work.
8. Accounts outstanding in excess of 30 days will be charged interest at the current bank overdraft rate.
9. Orders for new entities (eg, companies, trusts) are to be paid for at the time of placing order.
10. Prices stated for preparation of financial statements are indicative of bank reconciled, computerized accounts, requiring several accounting adjustments. The extent of accounting work required will determine any extra fees.
11. Accounts that fall outside our trading terms will be passed onto a Collection Agency incurring a \$300 administration fee, in addition to other recoverable collection costs raised by the Collection Agency.
12. In accordance with our Professional requirements, all business clients will be provided with a letter of engagement detailing the terms of our engagement and expected fees for the work outlined. The letter of engagement will be provided in duplicate prior to commencement of the work. The engagement will be undertaken upon acceptance of our terms by way of signed duplicate.
13. In accordance with our Professional requirements, we conduct regular risk reviews of our clients. Should circumstances arise during this process (or throughout our engagement) that place a client outside our risk profile, we will initiate steps to eliminate that risk. If we are unable to eliminate the risk, we will have no choice but to rescind our engagement.
14. In relation to privacy matters, please ask for a copy of our Privacy Policy.



### SCHEDULE OF FEES AND CHARGES

Effective 1 January 2010

Phone 07 3396 7757

Fax 07 3348 5530

Mobile 0411 865 695

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P O Box 640, Wynnum 4178**

**Office Location :-  
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is a member of the National Institute of Accountants. Our firm is dedicated to providing a professional and caring service, striving in the best interests of our clients for their financial, taxation and accounting needs.

Much of our work has very serious legal and governmental consequences, for both the firm and for our clients. As members of NIA, we approach our professional work with independence, integrity, and in an ethical manner. Our NIA status demands a high level of professional training, plus continual participation in study and attendance at developmental workshops. We are also required to have Professional Indemnity Insurance and we have installed a Quality Assurance System audited both by the NIA and The Australian Taxation Office. All these factors are reflected in our fees structures.

Before perusing our schedule of fees, we suggest you think of what you want from your Accountant. Whilst value-for-money is an important consideration, the following factors need to be evaluated carefully

- ◆ Experience and knowledge of your industry
- ◆ Ability to communicate on your level
- ◆ Qualifications
- ◆ The Accountants' interest in your needs
- ◆ Your future financial requirements
- ◆ Good ethics and well respected Accountant
- ◆ Convenience of location and hours of business
- ◆ Availability for appointments/advice

Accounting and taxation issues are based on time, the task at hand and the expertise of the Accountant. All time and services provided will be detailed on your invoice and charged in accordance with the included fee schedule, which must be read in conjunction with our Terms and Conditions. We are happy to discuss fees and charges for your accounting needs at any time.

Sometimes certain matters take longer than your expectations due to their legal, accounting and financial complexity. If a situation arises where more time and research is required, you will be advised of the changes. Your acceptance of any increase in fee and continuation of the work are then subject to our Terms and Conditions.

We are a small firm and we ask your co-operation with prompt payment, as we simply cannot afford the luxury of lost time phoning, faxing and chasing money. We have to continue with our cost structures in order to provide you with the quality of work and advice that you expect. Your co-operation means we are able to give your work (and those of our other clients) our fullest attention.