



A Division of Caecilian Enterprises Pty Limited
ABN 19 077 533 067

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**CAECILIAN ENTERPRISES PTY LIMITED TRADING AS
CAECILIAN BOOKKEEPING SERVICES**

BOOKKEEPING AGREEMENT

This Agreement is between:

1. Caecilian Enterprises Pty Limited trading as Caecilian Bookkeeping Services
of
4 Hall Place, Minto, NSW 2566
ABN: 19 077 533 067

and

2.
of

ABN (if applicable):

This agreement is made on the date specified in Schedule A and remains in force until terminated, by way of written or verbal instruction by of

. Each party will give the other party

2 weeks notice to terminate agreement.

Confidential

Initials of

Initials of Authorised Person of
Caecilian Enterprises Pty Limited

Caecilian Enterprises Pty Limited agrees to provide Bookkeeping Services for an undetermined length of time, commencing , until a date to be determined by

. The rate of payment will be per hour

plus Australian Goods and Services Tax (GST), for Australian residents, otherwise no additional charge for non-Australian residents. The services will be invoiced weekly (on or the next business day, where is a public holiday) or upon completion of a determined stage.

Where any assistance is provided with insurance products, Caecilian Enterprises Pty Limited accepts no liability for the consequences of such assistance and will act on the advice of your insurance broker or company, who will remain liable on the basis of their advice.

Our terms are 7 days from date of invoice.

This agreement is for a period of , commencing on

Caecilian Enterprises Pty Ltd agrees to provide both Professional Indemnity and Public Liability Insurance for the duration of the contract, which includes cover for customer goods in their physical control up to a limit of A\$10,000. However, it does *not* cover liability in respect of Personal Injury or Property Damage arising directly or indirectly out of or caused by or in connection with the content of any matter produced or published by Caecilian Enterprises Pty Limited or on their behalf.

Where applicable, Caecilian Enterprises Pty Limited agrees to provide Workers Compensation insurance for all employees of Caecilian Enterprises Pty Limited. Caecilian Enterprises Pty Limited will be responsible for payment of wages, tax and superannuation for the supplied person.

In the event of Caecilian Enterprises Pty Limited providing services in conjunction with sub-contractors instead of employees, then the said sub-contractors will be responsible for their own insurances, tax and superannuation by virtue of having supplied Caecilian Enterprises Pty Limited with their own Australian Business Number (ABN).

This Agreement is governed by the laws of New South Wales. The parties agree to submit any disputes to the jurisdiction of the Courts in New South Wales.

SCHEDULE A

Parties, acknowledgement and execution

Date of Agreement:

(1) Signature of Authorised Person
of

(2) Signature of Authorised Person of
Caecilian Enterprises Pty Limited

Name of Authorised Person

Name of Authorised Person

Position Held

Position Held