



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

*Please note that identical fields in this form, after being entered once are automatically copied for you to save retyping. This form can either be signed electronically and sent back as an email attachment, or, alternatively, can be printed out and sent by post after signing.*

**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  
21 Green Lane, Bradbury, NSW 2560  
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.

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

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:**

Name of Authorised Person  
of Customer

Sign here

Name of Authorised Person  
of Caecilian Enterprises Pty Limited

Sign here