

NEW CUSTOMER ENGAGEMENT FORM

Thank you for your interest in becoming a customer of ours ("The Business"). It is our policy that a 'New Customer Engagement Form' is completed by all our new customers ("The Customer") This form sets out our terms of engagement. Please read it and make sure you understand the scope of our engagement.

If the terms of our engagement are acceptable, please sign below and return to our office. Please contact this office immediately if you do not understand, or wish to discuss, any aspect of the terms of this engagement.

Customer Details:

Name: _____ Address: _____

Phone: _____ Email: _____

Website: (if applicable) _____

ABN (if applicable): _____

Responsibilities

The Business will ensure that all products/services are provided in accordance with agreed timeframe and to a professional standard.

Period of Engagement

This engagement will start upon acceptance of the terms of engagement by The Customer as noted by execution of this form.

Confidentiality

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

Estimated Pricing

Unless otherwise stated in writing, any estimates which we provide to you of our anticipated fees, disbursements and charges are only indicative of the amounts you can expect to be charged. Estimates are not quotes and are not binding on us.

Terms of Trade

Our terms of trade are An itemised account of all charges, costs and disbursements will be provided on the invoice. Accounts overdue by..... days incur a 6% administration fee. If we incur any costs of collection, such as legal fees and collection agency fees etc., you agree to indemnify us for all such costs. Terms of trade must be agreed to prior to commencement of sales transactions between The Business and The Customer.

Once you are satisfied with the terms of our engagement, would you please sign and date both copies of this form.

One copy should be forwarded to us as evidence of your acceptance of the terms of our engagement. You should retain the other copy as your evidence of our engagement.

We thank you for your interest in our business and we look forward to developing a strong relationship with you for many years to come.

Yours Sincerely,

.....("The Business")

I/We, ("The Customer"), agree to all of the terms and conditions as noted in this letter.

..... (Authorised signature of customer to sign)

..... (Printed name of authorised signature of customer).

..... (Insert date of signing).