



TERMS & CONDITIONS

Confidentiality

All About Assistance Ltd acknowledges the responsibility of maintaining the confidentiality of information relating to the accounting, bookkeeping and financial practices and procedures used by our clients. All About Assistance Ltd acknowledges we are under good faith and fidelity to our clients and will not make use of or disclose now or any time in the future, any information which is confidential to our clients.

Copyright/Intellectual Property

Any works created by the the All About Assistance Ltd in performing services shall be the property of our clients excepting that All About Assistance Ltd shall retain copyright to all documents and techniques it has introduced.

Liability

Neither All About Assistance Ltd nor our clients shall be liable for any loss of, or damage to either parties property in connection with the performance unless caused by the negligence.

The setup of any MYOB software is limited primarily to the financial information supplied and requirements specified by our clients. The set up process does not involve verification of that information. All About Assistance Ltd will not carry out an audit on the financial information and therefore we accept no responsibility for any errors, omissions or conclusions drawn from the use of the prepared account information.

Payment Terms

All About Assistance Ltd will provide on job completion, a GST tax invoice.

Payment is required within 14 Days of the tax invoice date, with preferred payment by direct credit into the bank account nominated on the bottom of the tax invoice.

Interest will be charged on any overdue amounts as the rate of 2% from the due date. Any collection costs incurred will be payable by the client.

Any MYOB software purchased on the client's behalf remains the property of the All About Assistance Ltd until paid in full.

FEE SCHEDULE – Prices on application

DESCRIPTION	WHAT'S INVOLVED
MYOB Accounting Products	Consultation, Setup, Training, Problem solving
MYOB Retail Manager	Consultation, Setup, Training, Problem solving
Administration & Bookkeeping	Processing your debtors, creditors, bank reconciliations
GST Returns	Processing your GST & filing with the IRD
MYOB ProfitOptimiser	Consultation, Setup file, Problem solving
MYOB Payroll	Initial File Setup Initial Staff Setup including 12 months history Processing your Payroll, emailing/faxing payslips, preparing direct credit schedule & IR-filing with the IRD
Phone Call/Email	Time taken to reply to your questions & problem solving
Travel	Site Visit Travel Time Site Visit Travel Distance Site Visit Other Disbursements (parking, accommodation, etc)

Rebecca A Palmer

Rebecca Palmer
 Managing Director

19th August 2010

