

TERMS OF ENGAGEMENT

Services

The services Hebron provides to improve the Client's business will be practical and tailored to the business needs.

Fees

FIXED

Fixed fee projects are charged for based on an agreed scope of our services confirmed in writing. Work which falls outside that scope will be charged on an hourly rate basis. Hebron will advise as soon as reasonably practicable if services outside the agreed scope are to be provided and, if requested, provide an estimate of the likely amount of additional costs. Fixed fees must be prepaid at the beginning of each month and require a 2 month notice period if terminating.

HOURLY RATE

Where fees are calculated on an hourly basis, the hourly rates are:

- Deon Aldridge or other Coaching & Specialist Assistance: \$228.25 excluding GST per hour;
- Glenys Travers or other Coaching & Business Systems Advice: \$74.80 excluding GST per hour;

The hours will accumulate over the month and an invoice sent within 7 days of the start of the following month. Payment is due on or before the 20th of the month received.

QUOTED PROJECTS:

Sales Training Workshops

Supervision Training Workshops

Business WOF

1 Day Retreats

Recruitment Projects

Disbursements and expenses

In providing services Hebron may incur disbursements or have to make payments to third parties on the client's behalf. These will be included on the monthly invoice when the expense is incurred. An advance payment for the disbursements or expenses may be required.

Disclosure

The Client agrees to disclose **all** important or relevant information in a timely and orderly fashion as and when requested. Any significant change in circumstances should be communicated at the first instance via email, phone call or personal visit if necessary.

Confidentiality

Hebron will hold in confidence all information concerning the Client acquired during the course of working with the client and will not disclose any of this information to any other party except:

to the extent necessary or desirable to enable us to assist the client; or

to the extent required by law.

Confidential information concerning the client will as far as practicable be made available only to those within Hebron who are providing business consultancy services for you.

Retention of files and documents

The Client authorises Hebron (without further reference) to destroy all files and documents for this matter (other than any documents held in safe custody for you) 7 years after the engagement ends, or earlier if these files have been converted to an electronic format.

Termination

Both parties may terminate the services at any time by giving 2 months notice in writing.

All fees due up to the date of termination and all expenses incurred up to that date will remain a debt owed to Hebron until paid including late payment collection costs if incurred.

Conflicts of Interest

Hebron has procedures in place to identify and respond to potential conflicts of interest. In this event Hebron will advise said the Client of this and of the processes in place to avoid any disadvantage to a particular Client.

Duty of Care

Hebron's duty of care is to the Client and not to any other party. Before any other party may rely on our advice, Hebron must expressly agree to this.

“We understand where people are at and tailor our advice so stuff gets done”

Absolved of Liability

Hebron accepts no obligation or liability for the performance of the business receiving assistance; be it financial, ethical, legal, warranty or otherwise.

Acceptances

Name of Business:

Name & Position:

Signature:

Date:

FOR HEBRON

Name & Position: Deon Aldridge

Company Director

Signature:

Date:
