

# STANDARD TERMS OF ENGAGEMENT

JJ Project Consulting Pty Ltd  
ABN 61 115 446 083  
trading as

## project delivery assurance

**Client:** ABN:  
**Client Contact:** Ph: TBA  
Email:  
**Project:**  
**Scope of Services:**  
**Location of Services:**  
**Start Date:** **Period:**  
**Rate (Hourly / Daily):** \$330/hr / \$3,000/day **Rate Valid:** 3 months

1. Engagement is based on JJ Project Consulting home office location in Brisbane (Australia).
2. All JJ Project Consulting rates are exclusive of GST and all Client processing and related finance costs. Tax invoices will be raised with a 10% GST applied to all services and charges. Invoices are raised following completion of services or on a monthly basis as at the end of each month.
3. Direct expenses including travel, accommodation and reasonable expenses shall be charged at cost.
4. Rates quoted for overseas services are exclusive of in-country taxes. All in-country tax obligations shall be borne by the Client. Client shall provide a statement (on request) that all foreign tax liabilities have been met for overseas services.
5. Costs associated with payment transfers, bank fees etc are a Client cost.
6. All air travel is on Business Class for international journeys and on domestic journeys above 3 hours duration.
7. The cost of travel insurance for overseas assignments shall be borne by the Client (or a reimbursable expense).
8. Payment terms are strictly 7 days. Late payments shall incur an interest payment at the RBA Cash Rate.
9. Any agreement entered into by JJ Project Consulting shall be governed by the laws in the State of Queensland, Australia.
10. JJ Project Consulting does not hold professional indemnity insurance. All services are provided on the basis that Client indemnifies JJ Project Consulting and its employees for all professional indemnity issues or includes JJ Project Consulting services under cover of its professional indemnity insurance. JJ Project Consulting shall also be included in Client insurance against potential liabilities.
11. These terms of engagement are binding and may only be terminated by mutual written agreement of both parties.
12. Any disputes between JJ Project Consulting and the Client shall be solved by mutual consent. Failing mutually acceptable resolution of the dispute within fourteen (14) calendar days of it arising, the dispute may be referred to a mutually agreed independent 3<sup>rd</sup> party for a binding determination.

### Terms Accepted by Authorised Person:

**Name:** **Title:**  
**Signature:** **Date:**