



*Business Recovery Managers*

## Client Agreement

Name of your business- \_\_\_\_\_

Address- \_\_\_\_\_ PC \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Numbers- email \_\_\_\_\_ telephone \_\_\_\_\_  
facsimile \_\_\_\_\_

I/we hereby agree to be bound by the following Terms and Conditions in relation to the provision of services by AFM (Qld) Pty Ltd-

Commissions- AFM may charge, retain or deduct commissions on all accounts paid in whole or part, whether settled direct to AFM or through my/our office at the following GST exclusive rates-

Standard Rates	Rates for Small Debts
On debts in excess of \$1000- 20% on the first \$1000 15% on the next \$2000 10% in excess of \$3000	For debts less than \$1000- 25%  Minimum charge of \$40

Rates are negotiable on large debts and ongoing service arrangements.

Costs and Outlays - No outlays or professional costs will be incurred or legal action commenced by AFM without my prior authorisation and payment of the fees involved.

Professional costs and outlays such as Court filing fees, professional fees, process serving and searches will be invoiced by AFM and paid by me/us within 7 days of the invoice date.

GST will be charged by AFM as required by law..

AFM Trust Account - All amounts received by AFM on my/our behalf will be deposited to the AFM Trust Account.

I/we authorise AFM to deduct from trust funds held on my/our behalf any amounts due by me/us to AFM. Subject to clearance of funds, AFM will remit net funds within 7 days of the end of the month of receipt.

Obligations of the Client-

I/we will notify AFM immediately of any payments made directly to my/our office.

No arrangements or negotiations will be made between me/us and the debtor without AFM being notified.

I/we may withdraw an account, not subject to a payment arrangement, at any time but AFM will be entitled to commission on any amounts received by me/us within 90 days of the termination.

Amounts due (inclusive of GST) to AFM by me/us will be paid within 7 days of the date of the AFM tax invoice or statement.

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_