

# Terms of Trade

*Our relationship with you is important to us so we want to ensure our Terms of Trade are fair and clearly understood.*

## Fees & Charges

Fees for Sheppard Agriculture Ltd services are based on a number of considerations. These include the consultant and secretarial time spent on the job, its complexity, urgency, and responsibility involved.

Our fees will be fair and reasonable for the work we do with you.

Jobs may be estimated, quoted or based on the actual time and cost incurred.

Disbursements we incur on your behalf may include:

- Travel @ 90c/km
- Land search fees
- Photocopying @ 20c/page
- Toll calls/Postage/Faxes
- Lab Fees

Accounts are rendered in an invoice and will be delivered either on completion of the job or, where a job or service extends beyond one month, accounts will be sent at the completion of the project (for work valued up to \$4,000) and monthly (for work valued at \$4,000+) until the job has been completed.

If we are required to pay disbursements on a client's behalf, e.g. for advertising, of a value greater than \$200, these charges will be invoiced to you as they are incurred.

## Payment of Accounts

Accounts may be paid by cash; cheque or direct credit (via Internet banking). Our details are as follows:

**Bank: ANZ**  
**Acct No: 06-0729-0598940-01**



## Estimate of Costs

Any significant costs to be incurred in excess of any estimate given will be discussed with the client prior to the work being undertaken.

**All accounts must be paid** by the due date on the invoice.

Should you have difficulty paying the account on time, please ring and discuss this with Greg.

In the event that you are dissatisfied with either the level of the service or the costs charged, please discuss this with the consultant who acted for you. If you are unable to achieve a resolution of the issue please contact Greg Sheppard, Company Director.

## Charges on Overdue Accounts

The expectation of prompt payment is reflected in our bill. We therefore reserve the right to charge interest at 18 percent per annum on amounts not paid within 30 days of the account being rendered.

We reserve the right to recover all costs incurred in the recovery of unpaid accounts.

Accounts unpaid after 30 days may be sent to our debt collection agency.

## Acknowledgement of Terms

These are the terms upon which Sheppard Agriculture Ltd accepts your instructions to act for you.

Unless you formally advise otherwise, your continued instruction will be taken by Sheppard Agriculture Ltd as your acceptance of these terms.