

McKEE LAKEMAN  
through LAKEMANagement Ltd

### Fees, expenses and invoicing

Our fees are calculated after taking account of a number of factors, including time spent, any outside contractors required, and the level of specialised skill and knowledge involved. The rates usually vary from \$25 (for basic data administration) to \$60 per hour plus GST.

We also consider providing a fixed price or estimate for particular tasks or projects which can be adequately defined. Any fixed price given will be binding on us in accordance with the terms of the fixed price agreement; estimates will be a guide only and will not constitute a fixed price. Any fixed price or estimate will depend on the accuracy, completeness, relevance, and reliability of records and information you provide.

General expenses such as travel costs, photocopying, printing, facsimile and courier incurred in connection with services are a separate charge, usually small.

Payment is due by 10 working days following the issue date of the invoice unless otherwise agreed beforehand in writing.

If your account continues to remain unpaid a month after the issue date of the invoice and there is no satisfactory explanation for non-payment we may;

- start proceedings to recover the amount owed, plus any collection costs incurred, and/or
- do no further work for you, and
- not release your papers, files, and any work done by LAKEMANagement Ltd, until all accounts are paid.

**Standard terms of engagement** to compile financial statements, GST returns, and finance and related reports. They are adjustable for situations where you want work done to a less formal stage.

- You instruct LAKEMANagement Ltd to prepare Financial Statements for the year end to a standard ready for audit, and/or to prepare GST returns and/or finance and related reports.
- You accept responsibility for the accuracy and completeness of all records and information supplied to LAKEMANagement Ltd which is to be used in the preparation of these Statements, returns and/or reports.
- You accept responsibility for all records and information supplied to LAKEMANagement Ltd, and for any failure to supply all relevant records and information.
- LAKEMANagement Ltd will base their work on the information you provide, and cannot accept responsibility for any inaccuracies or omissions in that information or for any delays or other problems beyond its control.
- You understand that the Financial Statements are prepared by LAKEMANagement Ltd exclusively for your personal information or for the purpose of obtaining an audit, and LAKEMANagement Ltd accepts no responsibility to any other person or persons for the contents of the Financial Statements.
- You understand that the finance and related reports are prepared exclusively for your personal information, and LAKEMANagement Ltd accepts no responsibility to any other person or persons for their contents.
- You have not asked LAKEMANagement Ltd to undertake a detailed review of your affairs in order to substantiate the accuracy of records and information supplied and accept LAKEMANagement Ltd are therefore unable to provide assurance on the Financial Statements, reports or GST returns.
- You understand that a compilation engagement cannot be relied on to detect error and fraud.
- You accept that as taxpayer you have primary responsibility for meeting your tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing your tax returns on time and meeting your tax payment obligations on time.
- You accept LAKEMANagement Ltd's invoicing and payment terms as above, and undertake to meet all fees and expenses.