



## **Terms of Engagement**

### **FEES**

Our fees are based on a time basis. You will be charged the agreed hourly rate or an agreed price per project.

### **PAYMENT TERMS**

Payment for completed work is to be paid preferably by internet banking within 7 days of the invoice, unless otherwise arranged.

### **INTEREST AND LEGAL EXPENSES**

If you fail to make a payment by the due date you shall be liable to pay:  
All expenses, including collection costs from obtaining the services of a debt collection company and/or legal fees in relation to any overdue amount will be added to your account and you as the client are liable for its payment.

### **CONFIDENTIALITY**

We will treat all information provided by you as Strictly Private and Confidential. We will communicate with you electronically and you accept the risks associated with such communications, except anything arising through our negligence or wilful default.

### **DISPUTE**

We want you to be entirely satisfied with the services provided to you. If you have any problems please contact Easy Admin Solutions immediately. We will endeavour to work with you to resolve these issues.

**Karyn Lynch**  
**Easy Admin Solutions**  
0274 527 962