

## TERMS OF ENGAGEMENT

Paul M Dodd & Associates will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirements. Our services cannot be relied upon to detect any fraud or error in the organization.

It is understood and agreed that:

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. This responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by Chartered Accountants Australia & New Zealand) when distributing the financial statements to third parties.
- c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that the receipts are held by you at the time of preparing your Financial Accounts
- d) **IMPORTANT** – *If this document is not completed and signed we will be unable to begin your accounts and that if incomplete we will assume that the required figure is nil or that this question does not apply to you*

I/We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete In all respects

I/We give authority to Paul M Dodd & Associates Limited to act as my/our agent for all tax types (except child support) Until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except child Support). This includes obtaining information through all Inland Revenue media and communications channels.

This authority includes all staff of Paul Morley Dodd t/s Paul M Dodd & Associates Limited.

You agree to our terms of trade of payment by 20<sup>th</sup> of the month following our invoice and will personally indemnify Paul M Dodd & Associates Ltd for fees outstanding. You understand those fees that are overdue by 30 days will have interest charged. You further understand that if fees are not paid by 60 days they will be handed to a debt collector and you will pay all charges.

**IF YOU HAVE ANY QUESTIONS PLEASE DISCUSS THESE WITH US BEFORE SIGNING THIS DOCUMENT.**

|                         |               |                         |
|-------------------------|---------------|-------------------------|
| Signature/s             | Print Name/s  | Date                    |
|                         |               |                         |
| Confirm Preferred Email | Mobile Number | Home or Business Number |
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