



AGREEMENT FOR THE PROVISION OF SERVICES

BETWEEN **Alliance FM (WA) PTY LTD** (known as **AFM**)

AND _____
(the "Client")

1. AFM Services
 - 1.1 We will provide services to you with a degree of skill, care, and diligence.
 - 1.2 We will use all reasonable efforts to complete services within a reasonable time frame.
 - 1.3 AFM at its discretion has the right to engage contractors or consultants to support in completing required tasks and services on behalf of the client.
 - 1.4 Services will be performed at any location necessary to conduct services for the client.
 - 1.5 Reports will be formatted suited to the services performed or required to better inform the client.
 - 1.6 AFM will maintain appropriate insurance for services provided.
 - 1.7 Police clearance will be provided on request.
 - 1.8 Services provided can be on a casual basis or regular duties.

2. Client Obligations
 - 2.1 You will provide us instructions and approvals in writing. If instructions are done verbally, then this will need to be confirmed in writing by either party at the earliest convenience.
 - 2.2 The client must maintain adequate insurance required for the property [site].
 - 2.3 The client must maintain a safe work environment and safe access.
 - 2.4 You must provide us all information, documentation, and access as is necessary and required for us to perform our services.
 - 2.5 AFM is entitled to rely on such information provided by the client and/or representatives and any instructions and approvals given by the client or your representatives (and that we are released from any liability to the extent of any inaccuracy, inconsistency, or omission of the same).
 - 2.6 Although the services may include advice, all decisions made, or action taken, in reliance upon that advice are solely the client's responsibility and are made by the client based on the client's own judgement and knowledge of your circumstances.
 - 2.7 The client shall not request services or works that is not compliant with the law, regulation, or any other authoritative body.

3. Both parties
 - 3.1 The Client and AFM will handle personal information in accordance with the privacy legislation.
 - 3.2 Where third party personal information is provided, it will be assumed authorisation has granted.
 - 3.3 Any dispute or differences between the Client and AFM must firstly meet to negotiate, in good faith, resolution of the dispute.
 - 3.4 Termination of a requested service or regular services must be in writing at least 14 days in advance.



Alliance FM (WA)

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- 4. Fees
 - 4.1 The client agrees to pay AFM for services.
 - 4.2 AFM Hourly rates will be advised in writing.
 - 4.3 Hourly rates will be billed in 5 minute increments. If services provided fall below one hour in any given month, then this will be charged at a minimum of one hour for the month that service was provided.
 - 4.4 Contractors and consultant's costs will be subject to agreeance of use by the client.
 - 4.5 Mobilisation time will be charged at the hourly rate set for the service rate.
 - 4.6 Chargeable rates are subject to change and will be advised in writing 30 days prior to change or increased by CPI or 2.5% which ever is higher at each annual anniversary automatically.
 - 4.7 All fees and charges are exclusive of GST, unless otherwise stated.
 - 4.8 Invoices will be payable by the client within 14 days.
 - 4.9 Late payment or failure to pay will incur the maximum allowable interest rate per annum from the invoice date.
 - 4.10 Invoice descriptions on works performed, shall be short form headings.

- 5. Schedule of Fees
 - 5.1 AFM Consultant \$___ per hour
 - 5.2 Senior Admin \$___ per hour

- 6. Appendix A: This section will describe specific regular servicing duties.

SIGNED by the parties on _____

CLIENT _____ Position _____

AFM CONSULTANT _____