

Private & Confidential

Asser Consultancy Services Pty Ltd
No. 180 Wonga Road
Ringwood North, 3134
Victoria
Australia

Engagement Letter

Thank you for the opportunity for us to provide a virtual staff member to complete your administration tasks.

Once you have reviewed all the documents (Scope of engagement, terms of engagement, privacy policy and guarantee) and if the terms are acceptable, **we request that an authorized person/s sign's this document where applicable and return it to us by email.**

If you have any questions or concerns to discuss, please inform us and we will be happy to discuss. If you require additional services in the future, please inform us at the earliest possible. The engagement acknowledgement will be held in your client file when we receive it.

Scope of engagement

As set out in Appendix A

Professional fees and payment

As set out in Schedule 2



THE GLOBAL BPO

Asser Consultancy Services Pvt Ltd
Trading As The Global BPO

180 Wonga Road,
Ringwood North, 3134
VIC, Australia

Office AU (+61) 3 7042 1180

enquiries@theglobalbpo.com.au

www.theglobalbpo.com

Schedule 1

Customer name		ACN	
Trading name		ABN	
Client full name		Mobile number	
Client email address		Office Number	
Registered office		Post code	
Postal address		Post code	
Business address		Post code	
Department contact		Contact number	
Name of Director 1		Address of Director 1	
Service Providers Company Name	Asser Consultancy Services Pty Ltd ACN 654 006 283	Service Providers Company Address	180 Wonga Road, Ringwood North, Vic 3134, Australia



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SCHEDULE 2 – PROFESSIONAL FEES AND PAYMENT

Agreed fee structure	
Payment Due Date	
Contract Start Date	



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APPENDIX A – SCOPE OF ENGAGEMENT

Scope of services

Contract staff member to perform Virtual Assistant Services

The services will be provided for the following entity:

Asser Consultancy Services Pty Ltd will provide the customer with a
Assistant.

Work times will be on weekdays

(Australian Eastern Standard Time & Australian Eastern Daylight Time) (Time can be adjusted to meet business requirement if notified in advance).

The virtual assistant will follow the Victorian calendar holidays as regulated each year.

The virtual assistant will be entitled to 21 days of annual leave. (Pro-rata).

From time to time, you may require additional work to be completed other than what is covered by this engagement letter. This additional work should be informed and discussed with the management of Asser Consultancy Services Pty Ltd before allocating to the respective staff. Additional work will be charged at our standard commercial rate and will depend on the work being performed.

For additional work a Tax invoice will be issued at the completion of your engagement. If circumstances arise where the completion of your work is prolonged, then we may issue with an interim invoice.

All such invoices are payable within 7 days.

We reserve the right to suspend work where any invoice remains unpaid.

In the course of our engagement, we will prepare various working papers and notes consistent with our internal quality control system. These working papers remain the property of our firm and will be retained by us to support any future queries on work completed.

Confirmation and term of the engagement

This engagement covers the current and future financial years unless there are changes to our engagement terms or the nature of the engagement changes. In this case, we will issue a new engagement letter. The fees for successive years will be agreed with you in advance of work commencing.

We look forward to working with you and appreciate the trust you have placed in us by appointing us as your virtual assistant service provider. We look forward to a long and mutually beneficial working relationship.

Executed by Asser Consultancy Services Pty Ltd ACN: 654 006 283, in accordance with Section 127 of the Corporations Act 2001:

.....

M.M.V Pinto
CEO/Director

.....

Hasitha Jayasinghe
CISO/Director

ACKNOWLEDGMENT OF TERMS OF ENGAGEMENT

I/ We confirm that I / we understand and agree to your terms of engagement and acknowledge our responsibilities as set out in the terms of engagement below. I/We further acknowledge that the information provided at Schedule 1 of this document is true and correct.

Executed by

ACN: ,

in accordance with Section 127 Corporations Act 2001:

.....

.....



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