



## Saint Raphael (Pty) Ltd

Start On Acceptance

**ocfo.**

Outsourced CFO

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## Services

INTERIM CFO/FM

CFO Services

### Saint Raphael (Pty) Ltd | CFO Services

Interim CFO/FM: Keith Harrod CA(SA)

- **Engagement Details:**
  - **Time commitment:** 5 days per week
  - **Duration:** 6 months
- **Cost = R110,000 per month**

## Pricing

### INTERIM CFO/FM

Billed every month From acceptance, 6 times	R110 000,00 ex R16 500,00 VAT
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✓ CFO Services

# General Terms and Conditions

**The Director of Saint Raphael (Pty) Ltd 2024/407558/07**

Dear Grant Merwitz,

We are pleased to set out below the terms of our engagement with Outsourced CFO. The issue of this Letter of Engagement is recommended practice in our line of work. Please read this letter carefully as it contains the terms and conditions that will govern the delivery of our services to you and our liability to you. It includes our warranty to you that all services will be rendered in a professional manner and in accordance with the standards that are expected within our industry. Kindly note that we are not a registered audit firm and therefore do not sign off on audited financial statements.

All services rendered will be subject to the letter of engagement underpinning the service offering (the service offering meaning your selection of services), as well as our General Terms of Service and the specific terms and conditions relating to each service of the service offering.

## **1.1 Continuous scoping**

We understand that many of our clients' needs continually change as they scale. To ensure that our service offerings stay in line with the needs of our clients, we'll average your prior 3 months of books to understand how your current bank transaction volume, special transactions, complexity, and hours of support have changed. Our team will let you know when scope changes have been triggered, outlining the affected services and the details of the change in accordance with your changing needs.

## **1.2 Other services**

Outsourced CFO offers a host of other services related to Accounting, Fundraising, CFO, Automation, etc. Should you wish to engage us for these services, we shall be pleased to discuss these with you. A separate letter(s) of engagement will be issued for these engagements and which will be subject to those services' specific terms and conditions, as well as the General Terms of Service.

## **2.1 Debit Order**

All services which require a monthly retainer fee will be specified in the letter of engagement and will be debited by means of a debit order. The debit order amount is a standard 100% of the total retainer service rendered.

## **2.2 Once-off / Ad-hoc Services**

All once-off / add-hoc services are payable upon acceptance of this proposal and will be subject to that service's specific terms and conditions, as well as the General Terms of Service.

## **2.3 Liability**

As set out in the General Terms of Service, our total liability to you for any claim arising against us shall be limited to an amount equal to the amount of fees invoiced to you by us within the six months preceding the date of any such claim arising. Without derogating from the foregoing, under no circumstances shall we be liable to you for any form of consequential damages or loss of profits.

## **2.4 Annual inflationary increases**

As set out in the General Terms of Service , our fees would be adjusted annually for inflationary purposes for between CPI +2% and CPI +4% as of the 1st of March of every fiscal year.

## **2.5 Non-Solicitation**

As set out in the General Terms of Service, you recognize that our personnel represents valuable resources to us, that significant time and expense may have been invested in the hiring, training, and developing of such personnel, and that the

solicitation or recruitment of, or the offering of future employment to, our personnel may result in financial loss to us. You agree that neither you, nor any related person as contemplated by section 2 of the Companies Act, shall be permitted to hire or contract with any member of our personnel who was involved in the provision of services to you on our behalf for a period of 24 months following the completion of that person's performance of the services. Where either you or any related person proceed to hire or contract in any way with any such member of our personnel without our express written consent, you will be liable to pay compensation to us equal to 240 hours of billing at the rate at which that personnel member was last charged for by us.

### **3. General Terms of Service**

The General Terms of Service and services agreed to in this Engagement Letter apply to your use of the services and our relationship, accessible by clicking [here](#) ("Applicable Terms"). By signing this Letter of Engagement you expressly acknowledge and agree that you have read and agree to the Applicable Terms. The General Terms of Service makes provisions for POPIA, Warranties, Cancellation Terms, Confidentiality, etc.

### **4. Agreement of terms**

Once it has been agreed, this letter will remain effective until it is replaced by mutual agreement. We shall be grateful if you will confirm your agreement to the terms of this letter by signing and returning the enclosed copy, or let us know if the terms of our engagement are not in accordance with your understanding. No variation of the terms and conditions of this engagement will be of any force or effect unless reduced to writing and signed by all of the signatories hereto. Our failure to strictly or fully enforce any of these terms and conditions at any time shall not constitute a waiver of any of our rights.

Outsourced CFO

[Return to view the online proposal](#)

## Service Terms and Conditions

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### CFO Services

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## Agreement Summary

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Sender	<b>Outsourced CFO</b>
Sent Date	Invalid Date
Recipient	<b>Saint Raphael (Pty) Ltd</b>
Effective Start Date	<b>On Acceptance</b>
Payment Authority	<b>None</b>
Payment Method	<b>None</b>
Document ID	<b>prop_ngax5wnxzpraaviawjwq</b>
Status	<b>Awaiting Acceptance</b>