

TERMS OF TRADE

1. PAYMENT IS EXPECTED AT THE COMPLETION OF WORK.
2. IF YOU REQUIRE A PAYMENT ARRANGEMENT PLEASE DISCUSS THIS WITH STAFF BEFORE COMMENCEMENT OF WORK.
3. PAYMENT CAN BE MADE BY:
CASH
CREDIT CARD
BANK DEPOSIT OR CHEQUE BY ARRANGEMENT.
4. IF AN ESTIMATE IS REQUIRED WE ARE HAPPY TO PROVIDE THIS BUT WE REQUEST YOU ASK PRIOR TO THE COMMENCEMENT OF WORK. IF WE ARE UNABLE TO DO THIS WE WILL ADVISE YOU AND THE REASON FOR THAT.
5. IF THERE IS A DISPUTE ABOUT CHARGES ON INVOICE WE ARE HAPPY TO REVIEW THIS BUT THE OUTCOME OF THIS IS AT THE ABSOLUTE DISCRETION OF MANAGEMENT OF JPS IT SUPPORT.
6. AT TIME OF WRITING OUR HOURLY RATE IS \$120 PER HOUR INCLUDING GST DURING NORMAL BUSINESS HOURS BUT IS SUBJECT TO CHANGE WITHOUT NOTICE. PLUS TRAVEL COSTS ARE \$1.65 PER KILOMETRE INCLUDING GST.
7. WORK CARRIED OUT AT CUSTOMERS PREMISES IS SUBJECT TO AN HOURLY RATE PLUS TRAVEL COSTS – CURRENTLY OUR HOURLY RATE IS \$120 PER HOUR INCLUDING GST PLUS TRAVEL COSTS ARE \$1.65 PER KILOMETRE INCLUDING GST.
8. ANY WORK REQUIRING “SPECIALLY ORDERED PARTS” WILL REQUIRE A DEPOSIT TO THE VALUE OF THOSE PARTS.

REGARDS

**PETER CLINCH – PROPRIETOR
JPS IT SUPPORT**

22nd July 2019