



Client Business:

Client Name:

**YOUR TRAINING SESSION BOOKING DETAILS:**

**Time:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Autosoft consulting is carried out under the training and consultancy division of Autosoft Pty Ltd. All customers wishing to engage consultancy services must have a current agreement in place. The purpose of this agreement is to confirm that both parties are of the same understanding regarding the terms, objectives, nature, scope and limitations of the services that we provide.

*Note: Autosoft training is a different service to Tech Support and is not covered by the tech support periodic fees.*

**Training:** Training sessions are available at the request of the client. The scope of the training is limited to 'correct operation of the program'. We cannot advise you on specific information where an Accountant should be involved or is outside the scope of how the system is setup and works.

**Fee Schedule**

**Fees:** We respectfully request payment by credit card on the day of the appointment. We will only charge for the time once it is used and we will not proceed with your booking until this form and your credit card details have been provided.

Training services are billed at per minute rate of **\$3per minute for online/over the phone training.** We recommend you book in at least 1hour and we only charge for the time that is used. For any other types of training (e.g. Onsite or Inhouse at Autosoft) there are additional charges and this must be arranged and agreed upon before a booking can be made. If you have any queries on how the online training works, please contact your trainer.

***Please initial that you have read and agree to the above and wish to engage training services*** \_\_\_\_\_

**Terms and Conditions:**

**LIMIT OF LIABILITY**

You agree that Autosoft Pty Ltd's liability for damages, unless caused by intentional acts, shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy.

You further agree that Autosoft Pty Ltd will not be liable for any lost profits, or for any claim or demand against you by any other party. In no event will Autosoft Pty Ltd be liable for incidental or consequential damages even if we have been advised of the possibility of such damages. Either party may bring no action, regardless of form, arising out of the services under this agreement, more than one year after the date of the last services provided.

**CANCELLATIONS**

Changes and cancellations of training bookings must be made within 48hrs notice of your booking date. If cancellations are not made within 48hrs a 20% deposit WILL be charged to your nominated credit card.

**PRIVACY NOTICE**

To carry out the agreement we may hold information that has been provided by you, and will typically include a copy of your computer database, and possibly other associated computer data files. We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards for its protection. We will keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval as required by law, even if you are no longer a client.

**APPLICABLE LAW**

This engagement letter shall be governed as to validity, interpretation, construction, effect and in all other respects by the laws and decisions of the state of New South Wales. .

**COMPLETE AGREEMENT**

This letter comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provision of this letter is determined to be unenforceable, all other provisions shall remain in force. If you have any questions or concerns regarding this engagement letter or desired services, please contact us at the address below.

**Credit Card Details**

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

\*Please note\* we only accept Visa & Master card

Signed and accepted by:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Client Name, Title, Company, Date

Autosoft Staff Admin Section

Content Covered During Session:

*Representing the client as fully understanding and accepting the conditions of the agreement, and authorising Autosoft to proceed with work for the client on the terms stated in this engagement letter. Training Agreement Accepted and Conducted by:*

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name, Title, Date

Representing Autosoft Pty Ltd, Building Q2, Suite 2305, 4 Daydream Street, Warriewood NSW 2102

Total Amount to Charge: \_\_\_\_\_