



Trevor Wolff & Associates

ABN: 46 289 685 014
For Taxation and Business Solutions

Phone: (07) 3396 1025
Fax: (07) 3396 1905
Email: admin@wolffaccountants.com.au
Web: www.wolffaccountants.com.au

PO Box 5131
MANLY QLD 4179
2/17 Nirimba Street
MANLY WEST QLD 4179

AN OUTLINE OF OUR CREDIT POLICY

Our credit policy is as follows:

Credit is not intended as a substitute for working capital that should be provided by a financial institution. We are a business, just like you are a business.

Our trading terms are payment within 7 days of our invoice being issued to you.

If we make frequent approaches for payment after the due date, it is because we believe that the account is past due for payment and we have not received any advice from you to the contrary. Please note that credit facilities automatically cease at 30 days and any services must therefore be provided on a COD basis until such times as the account is brought back to within our normal trading terms.

Credit is not given on the basis that we are paid when the client is paid or receives a tax refund. We expect to be paid within our trading terms. We will always be pleased to discuss a problem with clients when they find themselves in difficulty with their credit rating or requirements, and we prefer to do this before the account becomes overdue. If you operate your business through a Trust, Partnership or Company, you, as Trustee, Partner or Director/Secretary are ultimately responsible for the fee.

We do not accept that a query on part of an account is sufficient reason for non-payment. We will do our utmost to achieve satisfactory performance, and in the event an adjustment is necessary, we expect all but the adjustment to be paid on or before the due date.

Your business is important to us, and we believe that a properly controlled credit policy will do much to ensure our quality of continued service to our clients.

NOTE THAT TAX RETURNS, ACTIVITY STATEMENTS ETC WILL BE LODGED ONLY AFTER OUR FEE IS PAID.

If, after reading this policy, you feel the need to discuss the credit terms with us, please contact us as soon as possible. We want to create harmonious arrangements with our clients that are practical and can be honoured. The establishment of correct credit procedures is a prerequisite to a harmonious relationship between our clients and Trevor Wolff & Associates.