



Evolve Compliance
Solutions

Consulting Service
Table + T&C's
2026

TERMS AND CONDITIONS

1.0 PROVISION OF SERVICES

The Consultant and the Client shall agree on milestones set for the service being provided. The Consultant shall provide agendas or schedules where practicable to the Client to communicate project plans. If milestones are not met, the Consultant shall advise accordingly.

2.0 EXTENSION OF SERVICES

Should the Client for any reason request for an extension of services or a variation of services, there may be a change in rate charged according to service requested.

The Consultant reserves the right to amend these terms and conditions, and the changes shall be communicated to the Client in writing. This Agreement is governed by the laws of the State of Queensland Australia. The revised rates shall be advised to the Client before provision of requested service. Services shall be provided only upon approval from both parties.

3.0 HOURS OF WORK

Evolve Compliance Solutions fees are based on services being supplied between 9am and 5pm weekdays (excluding public holidays). This may change in accordance with operational requirements and will be charged in an 8 Hour cycle. Any requirements that may need to be fulfilled by the Client or a third party that requires the Consultant's project managers to work outside of these hours may incur an additional hourly penalty fee. Billed hours are rounded to the nearest ¼ hour.

4.0 FEE DEPOSIT

We require you to pay a 25% contract execution fee upon agreement of the Scope of Works before our engagement and project work commences. The paid deposit sum will be deducted from our final fee.

5.0 PAYMENTS

Rates invoiced are GST exclusive.

Invoices are issued on a fortnightly basis, for work completed the previous month and sent via email. For any ad hoc work, invoices may be issued as soon as possible after the work is completed.

The Client must pay the Consultant in accordance with the Agreement. Payment Terms are strictly **14 days. And are billed every 12th of the Month**

At the Consultant's sole discretion overdue accounts may incur a 10% per annum (plus GST) bookkeeping fee. Accounts more than three months overdue will be handed on to the Consultant's debt collection agency. All fees, expenses, costs, or disbursements incurred by the Consultant in the recovery of monies outstanding shall be paid by the Client. The Client waives all rights to challenge the Consultant's invoices if not contested in writing within 14 days from the date of the invoice.

5.1 EXPENSES

Agreed travel, accommodation, parking and incidental expenses incurred by Evolve Compliance Solutions in relation to the services will be invoiced at cost. Domestic Travel will be quoted per client and will be charged at cost. Travel time over 30 minutes to the Client's office may be chargeable at the local travel rate. International Travel will be agreed at the time and in accordance with the Evolve Compliance Solutions Travel Policy and a Day rate will be added to the schedule of fees for the project.

Any agreed third-party expenses such as printing, and binding incurred by Evolve Compliance Solution in connection with the services will be invoiced at cost plus 10%.

6.0 CANCELLATION

Should you engage our services and subsequently decide to cancel the engagement for any reason, we are entitled to invoice the hours and expenses incurred up to the time of your notice.

7.0 REPORTS

We issue Project Status Reports with our invoices where billable work by individual Evolve Compliance Solutions or its subcontracting consultants exceed 8 hours.

8.0 CONFIDENTIAL INFORMATION

We respect the confidentiality of your information. We will not disclose such information to any third party (unless required to do so by law) or otherwise seek to exploit any such information.

9.0 INTELLECTUAL PROPERTY

Any Intellectual Property created during the term of this agreement shall remain the property of the Party that created it. Unless otherwise agreed in writing by the Parties, any licence to use Intellectual Property given by a Party to the other for the purposes of this agreement or for the Project expires upon the expiration or termination of this agreement.

10.0 Poaching Employees / Consultants

The client will not directly engage or (poach) offer employment to an Evolve Compliance Solutions or associated subcontracting entity consultants while a consultant is engaged/ employed by Evolve Compliance Solutions .

11.0 LIMITATION OF LIABILITY

11.1 Advisory Nature of Services

The Client acknowledges that the Consultant provides advisory and consulting services only. All strategic, regulatory, commercial and operational decisions remain solely the responsibility of the Client.

11.2 No Guarantee of Outcomes

The Consultant does not warrant or guarantee:

- Certification outcomes
- Regulator approvals
- Audit results
- Business performance
- Commercial success
- Risk elimination

11.3 Exclusion of Indirect Loss

To the maximum extent permitted by law, the Consultant is not liable for:

- Loss of profits
- Loss of revenue
- Loss of opportunity
- Loss of goodwill
- Reputational damage
- Loss of data
- Business interruption
- Indirect or consequential loss

11.4 Liability Cap

Subject to Non-Excludable Rights under the Australian Consumer Law, the Consultant's total aggregate liability arising out of or in connection with the Services is limited to the total fees paid by the Client under the applicable Scope of Work.

11.5 Events Outside Control

The Consultant is not liable for failure or delay caused by:

- Client acts or omissions
- Regulator or certifying body decisions
- Government action
- Force majeure
- Cybersecurity events
- Third-party system failures

11.6 Survival

This clause survives termination or expiration of the Agreement.

- The Consultant is not liable if services are not provided to the Client as result of: The Client's acts or omissions causing a breach (or any other party with an interest in the Service causing the Client to breach).
- An act or omission from a certifying body, regulatory body, or Government organisation.
- Circumstances beyond the Consultant's control, including natural calamities, force majeure and national or local disruptions.

The Consultant is not liable for loss of income or profits, loss of customer, loss of opportunity, loss of value or use of intellectual property or other proprietary rights.





9 Governing Law and Jurisdiction

This Scope of Work shall be governed by the laws of the State of Queensland and the parties irrevocably submit to the jurisdiction of the courts and tribunals of the State of Queensland.

EXECUTED as an AGREEMENT EXECUTED)
by **Evolve Compliance Solutions PTY LTD**)

Signature of approved representative

Signature of witness

Name of approved representative (print)

Name of witness (print)

EXECUTED as an AGREEMENT EXECUTED)
by **Your Organisation**)

Signature of approved representative

Signature of witness

Name of approved representative (print)

Name of witness (print)

Additional Service Table

Hourly	Half Day	Full Day
\$ 150.00 / Hour + GST	\$ 920.00 + GST	\$ 1,600.00 + GST
\$ 550.00 under 4 hours / Day	up to 5 hours + \$ 250.00 / hour after up to 7 hours	up to 8 hours \$ 185.00/hr. / hour after
Under 4hours in a day	Up to 7 hours roe you are charged a day rate.	Over 5 to 8 hours in a day
Due 7 days from invoice date	Due 7 days from invoice	Due 7 days from invoice date



Our team of industry specialists understand the unique challenges faced by business owners and operators throughout industry today.



We give you peace of mind knowing you are getting the right advice on Governance, Risk and compliance. Your business will benefit from tailored management systems design.



Evolve Compliance Solutions transforms regulatory compliance into smarter, more effective business management through tailored Integrated Management Systems.

Industry Capability

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ➤ Waste and Environment ➤ Commercial Construction ➤ Civil Engineering / Construction ➤ Domestic Construction / Subbies ➤ Licensed / Specialist contractors ➤ Health and Pharma Compliance | <ul style="list-style-type: none"> ➤ Manufacturing ➤ International Import / Product certification ➤ Trades and Industry sector ➤ Farming and Export ➤ Import trade and licensing | <ul style="list-style-type: none"> ➤ Hospitality, Tourism and Events ➤ Food Manufacturing / Retail ➤ Health & Fitness Industry ➤ Chemical and Biological ➤ Waste and Environment ➤ Commercial Services |
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Partnering with you to Achieve Success

- Compliance documentation**
- Licensing requirements** / Applications / Tenders
- Regulatory compliance:** Industry standards, WHS, All acts, regulations & codes of practice operating landscape assessment and mapping
- Management Plans:**
 - PMP / Project services plans
 - Environment Management Plans
 - WHS Management Plans
 - Quality Management Plan
 - Governance / Business Planning
- (GRC) Integration** / Transition Plans
- Manual development** - Product, O&M, Business Plans
- Integrated Management System**
- ISO Certification (Industry)** (e.g. ISO 9001, ISO 14001 & ASNZ 4801, ISO 45001, OHSAS 18001, ISO 31000.
- LMS** - Learning management Systems
- Video Production** - Marketing and Training Video's
- Desktop system administration** – and onsite Review