

Business Support Services Work agreement

Complete the booking details, read the terms on page 2 and return both pages to Kylee. Requests are subject to availability and the work being suitable for the services provided. We will discuss your requirements before proceeding. Your booking is confirmed when Kylee accepts it in writing on behalf of KB Foundations Pty Ltd.

1. Business and contact details

Business / legal name

Contact person and position

Phone

Email for bookings and invoices

Business ABN (if applicable)

Workplace address

2. Support required

☐ Office & Reception Cover

☐ Retail & Sales Cover

☐ Administration & Backlog Support

Agreed duties, priorities and any limits on authority

3. Booking dates and hours

Date

Start time

Finish time

Break / billable hours

For additional dates, attach a schedule accepted by both parties.

Estimated billable hours

Estimated service fee (\$)

Agreed travel / expenses (\$)

Business Support Services

Work agreement

4. Rates and booking terms

Fees and payment.

\$65 per hour, with a minimum of four hours (\$260) per booking. Handover time is included in booked hours. Break time is not billed. KB Foundations Pty Ltd invoices the client for the agreed services. Payment is due within two days of invoice issue.

Travel and extra time.

No additional travel fee applies to Kingaroy. Any other travel costs, expenses or additional hours must be agreed in writing beforehand. Extra hours are subject to availability. Services are not available on Sundays, public holidays or during planned leave.

Getting started.

The business provides a suitable handover, clear priorities, safe working conditions and access to the systems and equipment needed. Kylee will follow reasonable workplace instructions and promptly raise any concerns.

Scope and confidentiality.

Support is limited to the agreed duties. Support does not include specialist legal, financial or other regulated advice. Any authority to spend money or approve transactions must be expressly agreed. Business and customer information will be kept confidential and used only for the work. Keys, records and access will be returned or removed when the work ends.

Cancellation or rescheduling.

Please give at least 24 hours' notice before the booked start time. With less notice, a fee may apply, limited to the reasonable loss from that booking and capped at \$260, taking account of costs saved and replacement work secured. If Kylee cancels, no fee applies to work not provided and any payment for that work will be refunded.

Service arrangement.

The client engages KB Foundations Pty Ltd for the agreed services, delivered by Kylee Bassett. KB Foundations Pty Ltd is responsible for arranging appropriate business insurance. Nothing in this agreement excludes rights under the Australian Consumer Law.

5. Final booking details

Service provider: KB Foundations Pty Ltd (ABN 43 690 224 401). Services are delivered by Kylee Bassett.

KB Foundations Pty Ltd is not registered for GST. No GST is charged on the fees shown in this agreement.

Other agreed conditions or attachments

6. Acceptance

The business and KB Foundations Pty Ltd accept the booking details and terms, including any attached schedule. Any changes must be agreed in writing.

Business representative: name

Business signature (sign after printing)

Date signed by business

Kylee's signature for KB Foundations Pty Ltd

Date accepted by Kylee