

## INVOICE TERMS & CONDITIONS

Effective as at 15/01/2026

### 1. Payment Terms

Payment is due within **7 days** (5 working days) of the invoice issue date unless otherwise agreed in writing. All amounts are stated in Australian Dollars (AUD) and include GST where applicable.

### 2. Late Payment

Invoices remaining unpaid **7 days after the due date** may result in suspension of services until payment is received in full. Buddy Bookkeeping Solutions reserves the right to terminate services in accordance with the terms of the client engagement agreement where invoices remain unpaid for **30 days or more**.

### 3. Disputed Invoices

If you believe an invoice is incorrect, you must notify Buddy Bookkeeping Solutions **in writing within 5 business days** of the invoice date. Undisputed portions of the invoice remain payable in accordance with the payment terms.

### 4. Scope of Services

Invoices are issued for services performed in accordance with the agreed scope of services outlined in the client engagement contract. Any additional work requested outside the agreed scope will be quoted separately and invoiced accordingly.

### 5. Suspension of Work

Buddy Bookkeeping Solutions will not be held responsible for delays, penalties, interest, or compliance issues arising from suspended services due to unpaid invoices.

### 6. No Lodgement or Advice

Unless expressly agreed in writing, invoices issued by Buddy Bookkeeping Solutions relate to bookkeeping services only and do not include tax, BAS, payroll lodgements, or professional advice.

### 7. Ownership of Records

All original records remain the property of the client. Buddy Bookkeeping Solutions may retain copies of records for compliance and record-keeping purposes.

### 8. Governing Law

These invoice terms are governed by the laws of **Victoria, Australia**.