BUDDY BOOKKEEPING SOLUTIONS

HELPING YOU GET BACK TO BUSINESS

QUOTE & ESTIMATE TERMS & CONDITIONS

Effective as at 20/01/2026

1. Basis of Quote / Estimate

All quotes and estimates issued by Buddy Bookkeeping Solutions are based on the information provided by the client at the time of quoting. This includes, but is not limited to, the volume of transactions, completeness of records, accuracy of information, and the scope of work disclosed.

2. Estimates Are Indicative Only

Unless expressly stated otherwise in writing, all estimates are indicative only and are not fixed-price quotes. Actual fees may vary where the scope, volume, complexity, or condition of records differs from what was initially disclosed.

3. Incomplete, Inaccurate, or Delayed Information

Where information supplied by the client is incomplete, inaccurate, inconsistent, or delayed, additional time may be required to complete the work. Any additional fees arising as a result will be discussed with the client and charged accordingly.

4. Scope of Work

Quotes and estimates apply only to the specific services outlined. Any work requested outside the quoted scope (including additional reporting, historical corrections, clean-ups, or ad hoc tasks) will be treated as a variation and may incur additional fees. No additional work will be undertaken without client approval.

5. Historical / Catch-Up Work

For historical or catch-up bookkeeping, unforeseen issues may arise once work has commenced, including missing data, errors, or compliance issues. Where this occurs, Buddy Bookkeeping Solutions reserves the right to revise the estimate or provide a supplementary quote.

6. Acceptance of Quote

Acceptance of a quote or estimate confirms the client's understanding of and agreement to these terms. A formal engagement does not commence until acceptance is received and any required deposit or advance payment if required have been made in accordance with the engagement contract.

7. Relationship to Contract

These Quote & Estimate Terms should be read in conjunction with the Bookkeeping Contract, Invoice Terms and Conditions, Privacy Policy, and Confidentiality Agreement. In the event of any inconsistency, the Bookkeeping Contract will prevail.

8. Governing Law

These Quote & Estimate Terms and Conditions are governed by the laws of **Victoria, Australia**.