

Terms and Conditions

These Terms and Conditions describe the services between you (the "Client") and HNLA Ltd and form the Contract of Services ("Services") and will be validated once the Client has signed the Terms and Conditions and paid the deposit.

Trading Hours and Availability

Prior to each meeting, please be sure to email any thoughts/ideas/changes to either Holly or Anna before our scheduled meeting time so we can plan accordingly.

We anticipate you having questions and requiring support during the design and construction process. As our client, you are encouraged to stay in touch with me between meetings and during construction. We are available to our clients as much as possible and contact can be made by email, text or phone anytime during business hours. If we are unavailable, we will do our best to return your call or email as soon as we are available.

Business Hours

Monday – Friday 9:00am – 5:00pm

Fee Schedule

Senior Landscape Architect - \$110/hour plus GST

Administration - \$45/hour plus GST

Mileage will be calculated at \$0.90/km from our business premises in the CBD.

All fees will be reviewed on the 1st January 2019.

Payments

A 30% deposit payment is required prior to commencement of design work.

Progress invoices will be emailed throughout the project, with a final invoice on project completion.

All prices quoted are exclusive of GST.

All payments are due within 7 calendar days from the date of invoice and automatic reminders have been scheduled in our accounting software. If outstanding accounts are not paid we expect a courtesy email to discuss reasons for late payment. If you are a company that pays accounts on the 20th of the month we are happy to set our invoices accordingly.

HNLA Ltd reserves the right to pause our professional services if accounts remain unpaid.

If accounts remain unpaid for longer than one month without prior correspondence we will engage the services of a debt collector and all collection costs will be payable by the debtor.

Cancellation and Termination Policy

You have the right to terminate this agreement at any time by giving written notice to HNLA Ltd. You shall remain liable to pay HNLA Ltd for any services provided to the date of termination.

Above agreed to by:

_____ (Clients Name)

_____ (Clients Signature)

_____ (Date)

Plans are the property of HNLA LTD, we reserve the right to use our designs and documentation for marketing and promotional purposes but we will not disclose any personal information.

Please tick the following box if you would prefer us **not** to use your plans for future advertising purposes

