

Attaché Alex User Agreement

To start enjoying the benefits of the Attaché Alex document delivery service simply complete this agreement and fax it with your payment authority to Attaché Software on (02) 9925 0481.

Attaché VIP number Date

Business name.....

Contact name Title

Postal address.....

Phone Fax.....

Your email address for our invoices.....

Attaché Consultant

Service fees and charges

These prices are subject to change. Current prices are displayed on the pricing pages of the Attaché Alex website at www.attacheonline.com/alex.

	Australia AUD (inc GST)	
Monthly service charge (if applicable)	\$22.00	Includes document deliveries to this value
Standard delivery charges		
Email		
Attaché documents, unlimited pages	\$0.50	
Inclusions*	\$0.22	
Fax**		
Attaché documents, first page	\$0.55	Charges apply for confirmed fax deliveries only. Undeliverable faxes are free.
Additional pages, per page	\$0.22	
Inclusions, per page	\$0.22	
ClickSuper		
Per employee per transfer	\$0.50	

* Limited pages: the standard delivery charge applies to email inclusions (of one or more pages) of a reasonable file size. Large inclusions may be subject to additional charges.

** Fax delivery rates apply to the delivery of faxes within Australia/New Zealand only. If more than 80% of your faxes are to overseas destinations, additional charges may apply.

Authorisation

I acknowledge that I have read and accept the Standard Terms and Conditions, as displayed on the Attaché Alex website at <http://www.attacheonline.com/alex/termcond/termcond.html>

Payment authority attached, for payment by bank account or credit card

Name..... Signature.....

Position.....

Attaché Automatic Deduction Authority

FORM DDR

Request for debiting amounts to accounts
by the direct debit & credit card systems.

Date:

Client details

We
Company / Business name ABN

Address

Direct from bank account

(preferred method)

Account name

Bank name

Bank address

BSB — Account number

Request you, until further notice in writing, to debit our account described above, amounts which Attaché Software Australia P/L charges through the Direct Debit System for monthly payment of our Attaché Fast Track Plan, Attaché Customer Benefits Plan and / or Attaché Alex. We understand and acknowledge that:

1. The Bank may in its discretion determine the order of priority of payment pursuant to this request.
2. The Bank may in its discretion at any time by notice in writing to us, terminate this request.
3. Attaché may by prior arrangement and advice to us, vary the amount or frequency of future debits.
4. We acknowledge that this Direct Debit Service is governed by the Client Service Agreement, including:
 - Our right to terminate this payment arrangement at any time by giving 14 days written notice to Attaché.
 - If we consider that a drawing has been initiated incorrectly we can take the matter up with Attaché within 14 days of the drawing, who must respond within 14 days, else we can have the Bank reverse the drawing.
 - We must ensure sufficient funds are in the nominated account to meet the drawing at due date.
 - We must arrange a suitable alternative payment if the Bank or ourselves cancel this drawing.

.....
Customer signature(s). (If joint account all signatures may be required).

or Pay by credit card

(2% surcharge applies)

Card type
please circle



Card number Expiry date /

.....
Name on card

.....
Cardholder's signature

When completed fax to +612 9925 0481
Tax invoices issued at the start of each month with the monthly debit on or around the 20th