

## business advisory

This schedule should be read in conjunction with your engagement letter and the [terms of business](#).

### 1. Scope of work

- 1.1. We will provide ad hoc operational finance support services as requested by you from time to time, the scope of work and fees will be agreed in writing with you before this is commenced.
- 1.2. Our services may include telephone conversations, attendance at meetings, written advice and written deliverables, as and when requested by you.
- 1.3. Our services could include (but are not limited to) providing:
  - process manuals;
  - forecasting;
  - budgets;
  - business plans;
  - strategy workshops; and
  - finance system set up and review.
- 1.4. The timing of the work will be agreed with you in advance of us commencing our work.

### 2. Your responsibilities

- 2.1. You agree to provide full information necessary for us to advise in relation to your affairs. We will rely on the information and documents being true, correct and complete and will not audit the information or those documents.
- 2.2. If you require advice in relation to a proposed transaction, we recommend that you instruct us sufficiently in advance so that we have time to give properly considered advice before the transaction takes place.
- 2.3. You authorise us to approach such third parties as may be appropriate, for information that we consider necessary to provide the advice.
- 2.4. You will keep us informed of material changes in your circumstances that could affect the advisory services we are providing. If you are unsure whether the change is material, please let us know so that we can assess its significance.
- 2.5. We will not be in a position to assist you in complying with your responsibilities if we are not engaged to provide such a service. We are not responsible for any penalty that is incurred.