

# COLLECTION FEE SCHEDULE

“A”

Please tick one of these options

(as at 1 October 2009)

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**Option 1 - Recommended for debts \$100.00 - \$999.00**

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- 20% + GST flat commission rate
- No Collection = No Commission
- No engagement or file setup fees

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**Option 2 - Recommended for debts \$1,000.00 - \$9,999.00**

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- 15% + GST flat commission rate
- No Collection = No Commission
- No engagement or file setup fees

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**Option 3 - Recommended for debts \$10,000.00 - \$249,999.00**

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- 10% + GST flat commission rate
- No Collection = No Commission
- No engagement or file setup fees

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**Option 4 - Recommended for debts over \$250,000.00**

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- 7.5% + GST flat commission rate
- No Collection = No Commission
- No engagement or file setup fees

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**Option 5 - Recommended for high volume or ongoing collections**

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- 10% + GST flat commission rate
  - No Collection = No Commission
  - Benefit by referring unlimited debtor files over a 12 month period; low commission rate
  - \$450.00 + GST annual engagement fee
- Annual engagement fee applies to cover file setup, searches & collection costs*

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**Option 6 - Legal Demand Letter**

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- \$50.00 + GST per demand letter
- One (1) legal demand letter issued to your debtor same day
- Demands payment within seven (7) days and warns legal action may result if the debt remains unpaid upon expiry of the demand
- Nothing more to pay if the debt is settled within the seven (7) day deadline
- If further action is required we will refer to you for instructions and propose to continue collection action under an alternate option (1-4 above) based on the debt amount

**Please tick one box and return on e-mail: [info@accountsmanagement.com.au](mailto:info@accountsmanagement.com.au)  
or fax: (+617) 3344 3877**

**Accounts Management Queensland**

COMMERCIAL DEBT RECOVERY SPECIALISTS

Debt Recovery – Legal Services – Credit Management – Credit Consultancy – Licensed Commercial Agents – Personal Service

PO Box 3021, Sunnybank South, Queensland 4109. Tel: (+617) 3345 8667 Fax: (+617) 3344 3877  
Email: [info@accountsmanagement.com.au](mailto:info@accountsmanagement.com.au) Web: [www.accountsmanagement.com.au](http://www.accountsmanagement.com.au)

# APPOINTMENT OF COMMERCIAL AGENT

PURSUANT TO SECTION 344 OF THE PROPERTY AGENTS  
AND MOTOR DEALERS ACT 2000 "PAMD"

BETWEEN: ROYLIN PTY LTD trading as ACCOUNTS MANAGEMENT QUEENSLAND  
(ABN 35 080 246 180)  
of PO Box 3021, Sunnybank South, Queensland 4109. "AMQ"

AND: (Creditor Name)  
Of (Creditor Address) "the Client"

Registered business or Company name: \_\_\_\_\_

Trading name: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Proprietors full name/s (if Registered business): \_\_\_\_\_

Directors full name/s (if Company): \_\_\_\_\_

Trading address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Mobile: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

Does your office accept credit card payments over the telephone?: Y / N

If yes, please advise accepted credit cards: \_\_\_\_\_

NOTE: AMQ does not provide credit card facilities. However, card details can be obtained from debtors and supplied to your office, if so desired.

## **Privacy Statement**

AMQ adheres to the Privacy Act 1988 (as amended) and the new, privacy principles and section 60 of the Trade Practices Act. Any information collection will be used only for the purpose in which it is collected, unless otherwise authorised by the Client.

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# TERMS AND CONDITIONS

1. I / We ("the Client") hereby authorise Accounts Management Queensland ("AMQ") to provide the following services: to act on our behalf and take the necessary collection action in the pursuit of our debtor accounts by letter, phone call and where necessary, field call, in-house skip tracing or legal action.
2. I / We acknowledge AMQ terms of trade being strictly "payable upon receipt of invoice".
3. I / We agree to pay GST on all invoiced fees and charges, where GST is applicable.
4. I / We understand that once a debtor file is received from the client and collection action has commenced, AMQ is entitled to invoice the Client for commission + GST on any debtor payment that may be received by the Client or AMQ from the date of action.
5. I / We understand that once a debtor file is received from the client and collection action has commenced, AMQ is entitled to invoice the Client for commission + GST on the value of any goods or stock returned by the debtor to the Client.
6. I / We understand AMQ will issue a tax invoice for the applicable commission + GST and same will be posted to the Client on or about the 10th day of the calendar month following the month in which payment was receipted together with a Debtor Payment Report and any trust account disbursement.
7. I / We DO / DO NOT **(PLEASE DELETE ONE)** authorise AMQ to deduct its commission + GST from debtor monies collected on the client's behalf and held in the AMQ trust account. *Note: AMQ will deduct its commission + GST if you do not specify your preference for this clause.*
8. I / We understand that AMQ will settle any overdue client invoice(s) from debtor monies collected on the client's behalf and held in the AMQ trust account, provided sufficient debtor monies are available to payout the overdue invoice(s) in full.
9. I / We understand that AMQ will NOT proceed with field calls, outsourced skip tracing or legal action without; a) prior discussion with the Client; and b) authorisation from the Client, either written or verbal.
10. I / We understand that any quoted legal costs are to be prepaid by the Client. Recoverable legal costs are fully refunded if and when collected from the debtor.
11. I / We agree that AMQ shall be entitled to a lien over any client papers, documents or files until our account is paid in full.
12. This appointment is a continuing appointment as provided for in Section 344(2)(b) of PAMD.
13. This appointment ends 30 June 2011, however may be revoked simply by giving seven (7) days notice in writing by either party to the other.
14. I / We acknowledge and understand the full terms of this agreement and have been afforded a genuine opportunity to obtain relevant independent professional advice or representation before entering into this agreement.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# ADDITIONAL SERVICES FEE SCHEDULE

“B”

(as at 1 October 2009)

JOB	COURT FEE	JOB FEE	PROCESS SERVICE FEE (METRO)	UP FRONT COST	CLAIMABLE FEES
	(No GST)	(incl. GST)	(incl. GST)	(minimum)	(minimum)
Qld Minor Debt Claim (<\$1,000)	\$52.00	\$209.00	min \$88.00	\$349.00	\$89.50
Qld Minor Debt Claim (\$1,000 - \$2,500)	\$52.00	\$220.00	min \$88.00	\$360.00	\$89.50
Qld Minor Debt Claim (>\$2,500 - \$7,500)	\$88.00	\$231.00	min \$88.00	\$407.00	\$125.50
Qld Claim & Statement of Claim (>\$7,500)	ask for quote		min \$88.00	ask for quote	
Qld Judgment (<\$2,500)	nil	\$99.00	nil	\$99.00	nil
Qld Judgment (>\$2,500 - \$7,500)	nil	\$99.00	nil	\$99.00	nil
Qld Judgment (>\$7,500)	ask for quote				
Interstate Claim / Summons	ask for quote				
Interstate Judgment	ask for quote				
Business Search (extract)		min \$33.00		min \$33.00	min \$27.50
Company Search (extract)		min \$33.00		min \$33.00	min \$27.50
Title Search (extract)		min \$33.00		min \$33.00	nil
National Bankruptcy Search (extract)		\$44.00		\$44.00	nil
Field Call (National - Metro)		min \$88.00		min \$88.00	nil
Field Call (National - Regional)		min \$99.00		min \$99.00	nil
Corporate Record & Reference Check		\$66.00		\$66.00	nil
Analytical Report (credit limit >\$20,000)		\$198.00		\$198.00	nil
Enforcement Hearing Summons		\$275.00	min \$88.00	min \$363.00	min \$37.50
Enforcement (Redirection / Garnishee)		\$176.00	min \$88.00	min \$187.00	\$64.00
Enforcement Warrant (Arrest)	ask for quote				
Enforcement Warrant (Seize & Sell)	ask for quote				
Writ on Title of Real Property	ask for quote				
Bankruptcy Proceedings (Individual)	ask for quote				
Winding Up Proceedings (Company)	ask for quote				
Professional Locate / Outsourced Skip Trace		\$275.00		No Find - No Fee	nil
Surveillance work per hour (observation)		\$110.00			
Additional collection work per hour (clerical)		\$99.00			

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