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Thank you for your instructions to attend to the Maintenance of the pool / spa and relevant equipment. This letter sets out our terms of engagement. Please read it and make sure that you understand the scope of our engagement. If the terms of our engagement are acceptable, please sign the enclosed copy of this engagement letter and return same to this office. Please contact this office immediately if you do not understand, or wish to discuss, any aspect of the terms of this engagement.

If you do not forward changes to the engagement in writing to us, yet continue to provide us with information and instructions regarding the pool or spa, the terms and information provided in this letter will bind us both.

**Purpose and scope of engagement**

Our engagement is to repair or maintain the pool / spa and equipment at the location / locations given to us by yourself for yourself or a third party.  
As agreed, our services will be provided to you on a fee for service basis.

**Additional services**

Poolside Lifestyles are able to assist in a wide range of services for the pool or spa. At times licensed trades people may be required for the repair; their service rates will be different to ours and will be given to you either verbally or in writing before the job is commenced. These services maybe billed to you separately in addition to work completed by us.

We thank you for the opportunity to provide equipment and services to you and we look forward to developing a close working relationship with you for many years to come.

**TERMS OF PAYMENT**

I understand that payment of my account is my responsibility and accounts must be paid **C.O.D or BY DUE DATE** on invoice. If any account is not paid within this time an administration fee of \$40 will be incurred, I agree to pay all expenses incurred by you in pursuing recovery of overdue amounts from me, including (but not limited to) Legal Fees, Debt Recovery Agents Fees, Location and Service Fees, Administration costs.

Payments made to Poolside Lifestyles by:  
Cheque, Cash, Credit Card, Direct Debit  
BSB 105 186  
ACC 033261540

I understand that title to any goods remains with the property of Poolside Lifestyles until payment in full has been received by Poolside Lifestyles

I understand that the signing of this document means I understand the above terms of payment and engagement conditions.

I also agree that any default debt will be reported to a credit reporting agency.

I hereby agree to the terms and conditions above.

Print Name.....

Signature.....

Dated.....

Master Card	Visa	Amex	Diners
____ / ____ / ____ / ____ EXP ____ / ____			