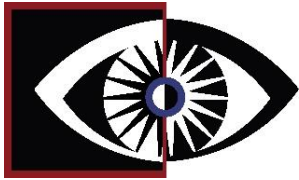


# INSTRUCTIONS and INFORMATION

The following four pages note all charges that may be imposed whilst undertaking your investigation.

Prior to the commencement of your task, page four needs to be signed, dated and returned to our office.

The “Court Order Acknowledgement” also needs to be signed, dated and returned to our office prior to commencing your task. This verifies there is no legal impediment to this office undertaking work on the target(s) of your query under any existing Court Order in Australia or overseas.



**Adept Investigations & Security Pty Ltd**

**NORTHERN RIVERS**  
**P: P.O. Box 95**  
**Maclean, NSW, 2463**

**BRISBANE**  
**P: P.O. Box 6112**  
**Mitchelton, Qld, 4053**

**E: [reception@adeptinvestigations.com.au](mailto:reception@adeptinvestigations.com.au)**

**Ph: 0467 192 753**

**ABN 29 612 824 852**

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*Providing factual and surveillance investigation services since 1987*

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**2019 RATES & CHARGES**  
**A MINIMUM CHARGE OF FOUR CONSECUTIVE HOURS**  
**APPLIES TO ANY INVESTIGATION**

**FACTUAL INVESTIGATIONS**

<b>Hourly rate:</b>	\$75 per hour (inc GST) charged in 15-minute increments.
<b>Vehicle travel:</b>	90 cents per kilometre from the Maclean Post Office to the tasking location and return (if the task is based in the Northern Rivers area).  90 cents per kilometre from the Gosford Office (CBD) to the tasking location and return (if the task is based on the NSW Central Coast).  90 cents per kilometre from the Brisbane Post Office (CBD) to the tasking location and return (if the task is based in Qld).  POA for any other location based in Country NSW.
<b>Other forms of travel:</b>	Client to pay for all travel requirements (including vehicle travel to/from the tasking location) prior to the commencement of the task. A 25% surcharge will apply to all accommodation / car hire / flights if the client does not pre-book and pay the supplier direct.
<b>Parking (if applicable):</b>	Client to pay all applicable parking fees for on street meters or a parking station.
<b>Telephone calls: (made and received)</b>	\$1.00 per minute or part thereof. \$2.00 if the call is to an international destination.  \$1.00 per text sent by the investigator.
<b>Printing:</b>	B & W pages - 20 cents per page / Colour copies - \$1.00 per page.
<b>Online searches – paid databases:</b>	Dependant on the search required. Please refer to our covering email.

## SURVEILLANCE INVESTIGATIONS

<b>Hourly rate:</b>	\$75 per hour (inc GST) charged in 15-minute increments.
<b>Vehicle Travel:</b>	<p>90 cents per kilometre from the Maclean Post Office to the tasking location and return (if the task is based in the Northern Rivers area).</p> <p>90 cents per kilometre from the Gosford Office (CBD) to the tasking location and return (if the task is based on the NSW Central Coast).</p> <p>90 cents per kilometre from the Brisbane Post Office (CBD) to the tasking location and return (if the task is based in Qld).</p> <p>POA for any other location based in Country NSW .</p>
<b>Other forms of travel:</b>	Client to pay for all travel requirements (including vehicle travel to/from the tasking location) prior to the commencement of the task. A 25% surcharge will apply to all accommodation / car hire / flights if the client does not pre-book and pay the supplier direct.
<b>Parking (if applicable):</b>	Client to pay all applicable parking fees for on street meters or a parking station.
<b>Telephone calls:</b> (made and received)	<p>\$1.00 per minute or part thereof. \$2.00 if the call is to an international destination.</p> <p>\$1.00 per text sent by the investigator.</p>
<b>Printing:</b>	B & W pages - 20 cents per page / Colour copies - \$1.00 per page.
<b>Online searches – paid databases:</b>	Dependant on the search required. Please refer to our covering email.
<b>Video transfer:</b>	\$60 per hour. Includes viewing HD video and obtaining still photos of evidential material. Detail required will be determined by investigator in conjunction with client's requirements.
<b>Copying / Postal:</b>	<p>Provision of photographic / HD video evidence on DVD disc. Format to be determined by client prior to copying.</p> <p>\$40 per disc.</p> <p>Postal charges at cost + 30%.</p> <p>Transfer of data via internet – no charge</p> <p>Large transfers will be required to be sent in the post via USB. The client is to pay for the cost of the USB/postage and will retain it after receipt.</p>
<b>IMPORTANT</b>	<p>Originals of video / photo evidence is retained by <i>Adept Investigations &amp; Security</i>. <b>This protects the client from any allegations of tampering with evidence.</b></p> <p>All evidence of this type will be retained without charge for a <u>period of twelve months</u>. After this time the client will be required to either:</p> <ol style="list-style-type: none"> <li>a) Confirm the evidence can be destroyed, or</li> <li>b) Pay an amount of \$100 per year or part thereof for the retention of evidence by Adept Investigations.</li> </ol>

If vehicle surveillance is required for a duration over more than one day it's highly recommended that a hire car be utilised on the second day, and different hire vehicles on subsequent days.

Depending on the complexity and sensitivity of the tasking you may wish to consider using multiple surveillance vehicles. *By comparison - It is not uncommon for Police surveillance operations to use more than six surveillance vehicles on a single target.*

Where a hire car is used the client is not required to pay any additional travel allowance (90 cents per km) with the exception of kms to pickup and drop-off of a hire vehicle.

### **APPEARANCES AT COURT**

Hourly rate:	\$75 per hour (inc GST) charged in 15-minute increments.
Travel:	Cost dependent on where the Courthouse is located.
Parking:	Client to pay all applicable parking fees for on street meters or a parking station.
Telephone calls: (made and received)	\$1.00 per minute or part thereof. \$2.00 if the call is to an international destination.  \$1.00 per text sent by the investigator.
Printing:	B & W pages - 20 cents per page / Colour copies - \$1.00 per page.

### **CLOSE PROTECTION SERVICES**

Hourly rate	<i>Price on application</i>
With the exception of single one-off events where protection services are required, a face to face meeting will be required to ascertain the clients' requirements.	

### **PAYMENT TERMS**

\$ 00 (deposit)	<ul style="list-style-type: none"> <li>➤ Final payment is required within seven days via direct credit to our bank account.</li> <li>➤ Invoices paid between seven and sixty days will attract 15% interest per annum (calculated at compound interest daily rates).</li> <li>➤ Invoices not paid within sixty days will still incur the 15% interest on the outstanding invoice and legal action will commence for the recovery of monies owed.</li> </ul>
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**PLEASE NOTE** – final reports are not forwarded until full payment has been received.

Payment is available via the following options:



**Direct credit: Bankwest**  
Account name: Adept Investigations  
BSB: 302975  
Account number: 0180295  
Amount: \$000

It would be appreciated if you could forward a copy of the electronic banking receipt to [reception@adeptinvestigations.com.au](mailto:reception@adeptinvestigations.com.au).



**Visa / Mastercard / Paypal** (*payments via Paypal attract a 3% surcharge*).

Please advise if you wish to pay other than through direct credit. I will contact you for your details, so they are not sent to our office via email.

#### **PAYMENT AGREEMENT**

I, \_\_\_\_\_ agree to pay all rates and charges to Adept Investigations & Security in accordance with this four-page document.

**Name:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this document via one of the following methods:

- To Po Box 95 Maclean NSW 2463
- Via email to [reception@adeptinvestigations.com.au](mailto:reception@adeptinvestigations.com.au)
- An SMS attachment to mobile number 0410 058 368

**The document will be required to be signed & received by our office prior to the commencement of any investigation.**

## COURT ORDER ACKNOWLEDGEMENT

I ..... confirm that there is no current or previous order imposed by any Court (civil or criminal) within either the confines of Australia or in any other Country between myself (or any family member or associate of mine) and the person(s) being the target of this investigation task.

I also acknowledge if there is such an order of a Court currently in place that I may be committing a criminal offence in requesting this task be completed by *Adept Investigations & Security* (or any other Private Investigations company or individual).

\_\_\_\_\_

Name (sign):

\_\_\_\_\_

Name (print):

\_\_\_\_\_

Date: