



HUMAN RESOURCE PRODUCTS & SERVICES

Purchase Order Form

HUMAN RESOURCES PRODUCTS & SERVICES

Human Resources Management System

Includes updated Human Resources Manual and Templates, Employee Handbook, Induction Handbook and OH&S Handbook. HR Management System for Financial Planners is for independent AFS licensees only. Dealer Groups must provide number of Head Office staff and Business/Authorised Representatives (see Terms and Conditions below).

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Initial Licence Fee (First Time Users) | \$907.50 (\$ 825.00 + GST) |
| <input type="checkbox"/> Existing Gold Seal HR Manual Users
<i>(Manuals purchased prior to 1 January 2008)</i> | \$605.00 (\$ 550.00 + GST) |
| <input type="checkbox"/> Update Service
See Terms and Conditions for Update Service below. | \$423.50 (\$ 385.00 + GST) |
| <input type="checkbox"/> Initial Licence and Update Service
<i>* Save 10% by subscribing to both Initial Licence & Update Service.</i> | \$1,197.90* (\$ 1,089.00 + GST) |
| <input type="checkbox"/> Existing Licence and Update Service
<i>* Save 10% by subscribing to both Existing Licence & Update Service.</i> | \$925.65* (\$ 841.50 + GST) |

HR Assist – Advice Hotline

Includes 3 hours telephone and/or email support to assist with trouble shooting of common human resource queries and regular Newsletters/Newsflashes that focus on HR management issues and implications of changes in legislation.

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| <input type="checkbox"/> 12-month Subscription | \$550.00 (\$ 500.00 + GST) |
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Common Law Agreement Templates

An employment agreement incorporating minimum benefits under the Australian Fair Pay & Conditions Standard. A version of this agreement is also available for General Insurance Brokers and has been written with the Insurance Industry Award as the minimum entitlements.

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|--|----------------------------|
| <input type="checkbox"/> Common Law Employment Agreement – Generic Version | \$352.00 (\$ 320.00 + GST) |
| <input type="checkbox"/> Common Law Employment Agreement – Insurance Version | \$352.00 (\$ 320.00 + GST) |

Employment Agreement Customisation Service

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Administration Agreement | \$495.00 per role (\$ 450.00 + GST) |
| <input type="checkbox"/> Management/Broking Agreement | \$715.00 per role (\$ 650.00 + GST) |

Total Amount Payable for HR Products & Services

AU \$

Including GST.

TERMS AND CONDITIONS

Human Resources Update Service

For 12 months from the Commencement Date, Gold Seal will make available to the Purchaser in electronic form all updates, modifications and alterations to the HR Management System that are generally made available to its customers who pay for such updates. All updates are supplied on the same licence terms and conditions as the HR Management System as set out in the HR Manual.

Human Resources Management System for Financial Planners

- > **Independent AFS Licensees** may purchase a single site licence which entitles all staff to use the Manual.
- > Fees for **Dealer Groups** depend on the number of Head Office staff and adviser businesses that you have appointed as authorised representatives. To enable us to provide a quotation for your dealer group, please complete the following information and select which products you require by ticking (✓) the appropriate boxes.

Number of Head Office Staff =

Number of Adviser Businesses/Authorised Representatives =



HUMAN RESOURCE PRODUCTS & SERVICES Payment Form

2 Easy Steps to Order:

- ☰ Complete the Purchase Order and Payment forms
- ☰ Fax completed forms to 07 5580 8496 *or* ☰ Post to PO Box 544 Robina DC QLD 4226

COMPANY INFORMATION

Company name Contact name

Mailing address Email address

State Postcode Phone no. (.....) Fax no. (.....)

Business Type

General Insurance Broker Financial Planner – FPA Membership Number (if applicable):

Underwriting Agency **FPA Members receive a 5% discount on all Gold Seal products.*

Premium Funding Other (please specify):

Mortgage Broker

PAYMENT FOR HR SERVICES & PRODUCTS

Total Amount Payable AU\$ (including GST)

I enclose a **Cheque** made payable to **Gold Seal Practice Management Pty Limited**

Please charge my **Credit Card**: VISA MASTERCARD (2% credit card fee will be charged in addition)

Cardholder's Name Credit Card Number

Expiry Date / Cardholder's Signature

I have authorised payment using **Electronic Funds Transfer** to the following account:

Account:	Gold Seal Practice Management Pty Ltd	Bank:	St George Bank Limited
ABN:	89 107 895 027	Branch:	Level 12, 55 Market Street, Sydney NSW 2000
		BSB No.:	332 - 027 Account No. 552 186 720

Thank you for your order. We will dispatch your order and a tax invoice within 48 hours on receipt of payment. For further information, please call Gold Seal on 07 5580 8499.