

[Date]

[Client Name]

[Address]

[Mobile]

By email: [Email]

Dear Sir/Madam,

Letter of Engagement

David Segal (trading as Saibon Pty Ltd) · Confidential

David Segal (trading as Saibon Pty Ltd) and its affiliates ("**we/us**") are pleased to assist **[Client Name]** ("**you/client**") in the development of your business.

You may accept this agreement by returning a signed version of this document or by instructing us to perform services. The terms of this letter apply to all services provided before or after the date of this letter.

1. Services

We provide the following services ("**Services**").

a. Consulting Services

Business and other consulting services that may include:

- i. Providing strategic business advice.
- ii. Identifying and introducing you to relevant third parties.
- iii. Liaising with and arranging meetings with vendors and service providers.
- iv. Assisting with project management.
- v. Sharing market knowledge and providing presentations on industry trends.
- vi. Providing educational sessions on our offerings, products, and tools.
- vii. Organising roundtables and other events on topical issues.
- viii. Introducing you to persons seeking employment in the relevant industry.

b. Mentoring Services

Mentoring services that may include entrepreneurship and leadership mentoring.

c. Workshop Services

In-clinic or group workshop sessions covering consultation training, patient journey optimisation, and financial literacy fundamentals.

2. Scope

The scope of our Services is expressly limited as follows.

- a. Our services do not constitute professional legal or financial advice.
- b. We only provide information to assist your decision-making. We will not require you to carry out any particular course of conduct.
- c. To the extent permitted by law, all express and implied warranties other than those set out in this agreement are excluded.
- d. You accept all risks arising from the use of our Services.

3. Fees

Fees are charged as follows.

Service	Rate (excl. GST)
Hourly consulting	\$400 / hour
Travel	\$200 / hour
12-Week Essentials (6 × 1-hr sessions)	\$2,250
6-Month Comprehensive (12 × 1-hr sessions)	\$4,500
In-Clinic Workshop (2–3 hrs, tailored to your team)	\$2,500
Group Workshop (up to 10 participants)	\$500 / person

We review our rates in June and December each year and will give you prior notice of any increase.

4. Payment

You agree to pay all tax invoices in the manner set out on the invoice. We reserve the right to charge interest at the Cash Rate Target set by the Reserve Bank of Australia plus 2% on any overdue amounts.

5. Cancellation

An event may be cancelled by either party with at least 24 hours' notice. Cancellations with less than 24 hours' notice may be charged at the full session rate.

6. Termination

Either party may terminate this agreement at any time by providing written notice. You will be required to pay our costs incurred up to the date of termination.

7. Confidentiality

Confidential Information means information relating to this engagement that is identified as confidential or that should reasonably be regarded as such.

a. Non-Disclosure

Neither party will use or disclose any Confidential Information during or after this engagement, except:

- i. in the proper performance of this agreement;
- ii. with the written consent of the disclosing party;
- iii. to persons bound by appropriate confidentiality obligations; or
- iv. as required by law.

b. Internet

If you ask us to transmit documents electronically, you release us from any claim arising from unauthorised copying, delay, or non-delivery of those documents.

8. Privacy

You consent to us collecting, using, and disclosing your personal information where reasonably necessary for the purposes of this engagement.

9. Intellectual Property

All intellectual property in material developed by you under this agreement remains yours. Our frameworks, methodologies, and proprietary materials remain our intellectual property.

10. Conflicts of Interest

We provide services to a broad range of clients and conflicts of interest may arise. You acknowledge this and give informed consent for us to provide Services in those circumstances.

11. Liability

You agree that:

- a. We shall not be liable for any loss arising directly or indirectly from our Services or any failure caused by events beyond our control.
- b. You shall indemnify us against loss arising from misrepresentation, misconduct, or negligence by any third party.
- c. To the maximum extent permitted by law, our liability is limited to resupply of the Services or the cost of resupply — except where liability arises from fraud or dishonesty by us.

12. Acknowledgements

You acknowledge that:

- a. All materials and information you provide are accurate and complete, and we will rely on them without independent verification.
- b. Such materials are supplied with proper authority and their use by us will not infringe any third-party rights.
- c. Prior to signing, you had the opportunity to obtain independent legal and financial advice.
- d. This letter agreement is legally binding on the parties.

13. Representative Guarantee

This clause applies if you are a company. The signatory warrants they are your authorised representative. In their personal capacity, the signatory unconditionally guarantees performance of your obligations under this agreement.

14. General

Notice: Any notice required under this agreement must be in writing.

Entire Agreement: This letter constitutes the whole agreement. All prior agreements are superseded once this letter is signed.

Changes: Any changes must be in writing and signed by both parties.

Unenforceability: If any part is inconsistent with any law, that part will be severed and the remaining provisions remain in full effect.

Waiver: A waiver must be in writing. Failure to exercise a right does not operate as a waiver.

Non-exclusivity: Either party is free to engage third parties for similar services.

Law: The laws of New South Wales govern this agreement.

15. Interpretation

In this letter, unless context otherwise requires:

- a. **this agreement** refers to this document as amended from time to time;
- b. **party** includes that party's executors, successors, and permitted assigns;
- c. **person** includes an individual, partnership, corporation, trust, or government authority;
- d. general words are not limited by specific examples introduced by "includes", "including", "for example", or similar expressions.

This agreement will not be construed adversely to a party merely because that party prepared it.

Yours faithfully,

David Segal

Director — David Segal (trading as Saibon Pty Ltd)

david@insideaesthetics.com · davidsegal.co

Acceptance

I have read and understood this letter and accept the terms of engagement contained in it.

SIGNATURE

DATE

FULL NAME (PLEASE PRINT)

CAPACITY (PLEASE PRINT)
