

Contact: Anthony Ryan
Direct Line: (07) 4132 8900
Email: aryan@pbllaw.com
Our Ref: BU007784M:20211018:APR

6 August 2021

Mr S & Mrs B Burke
SB Burke Super Pty Ltd as trustee
for the SB Burke Super Fund
427 Bonna Road
BRANYAN QLD 4670

By Post and Email: sales@scottburkeelectrical.com.au

Dear Mr & Mrs Burke,

**Re: SB Burke Super Pty Ltd as trustee for the SB Burke Super Fund
ABN 66 517 283 731 Lease to Keith Scanlan trading as Scanlans
Mobile Welding
Premises at Shed 1, 41 Alexandra Street, Bundaberg East ("the
Premises")**

In relation to the above matter, as we have attended to certain legal work on your behalf in accordance with the terms of our retainer, it is now an appropriate time for us to issue an invoice following the assessment of our professional fees to date.

Now **enclosed** are the following documents:

(i) tax invoice showing amount payable of \$1,023.80.

Would you kindly attend to payment of our tax invoice within our usual terms of trade of fourteen (14) days from the invoice date.

Yours faithfully,
PAYNE BUTLER LANG



Anthony Ryan LL.B, FANZCN
Senior Partner
Notary Public

KC
Encl



ESTABLISHED 1887

**PAYNE
BUTLER
LANG**

SOLICITORS &
NOTARY PUBLIC

Partners

Anthony Ryan
Notary Public
Bruce Dalton
Glen Krebs
Geoffrey Cunningham
Jason Greig
Amanda Weier

Solicitor

Jessica Yates

QUNABA HOUSE

2 Targo St
Bundaberg Q 4670

PO Box 649
Bundaberg Q 4670

Telephone

(07) 4132 8900

Facsimile

(07) 4152 2383

info@pbllaw.com

www.pbllaw.com

TAX INVOICE BI0010576
ABN 46234 667 739
Our Ref: APR20211018/APR

6 August 2021
Payment terms: 14 days

Mr S & Mrs B Burke
SB Burke Super Pty Ltd as trustee
for the SB Burke Super Fund
427 Bonna Road
BRANYAN QLD 4670

By Post and Email: sales@scottburkeelectrical.com.au

SB Burke Super Pty Ltd as trustee for the SB Burke Super Fund
ABN 66 517 283 731 Lease to Keith Scanlan trading as Scanlans Mobile
Welding
Premises at Shed 1, 41 Alexandra Street, Bundaberg East ("the Premises")

Interim Account 15.07.2021 – 05.08.2021

Professional Fees	\$903.00	
Plus GST	\$90.30	
		\$993.30

Disbursement Expenses incurred

ASIC: - SCANLANS MOBILE WELDING	\$22.82	
Registered Mail Charge	\$4.91	
Plus GST	\$2.77	\$30.50

Total for Bill BI0010576		\$1,023.80
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E & O E
Payne Butler Lang

All items have been taxed at 10%
(Total GST content of this bill is \$93.07)

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BURKE, Scott & BURKE, Britta

BI0010576

APR20211018/APR
06 Aug 2021

\$1,023.80

1. GST

This Tax Invoice includes total GST of \$93.07. Which is more particularly detailed in the above column headed "GST". You will need this Tax Invoice to claim an Input Tax Credit, if you are so entitled, under the GST Legislation.

We attached for taxation purposes, the applicable Tax Invoice (if any) for those items under the heading "Disbursement Incurred as Your Agent" which are in excess of \$75.00. You will need these Tax invoices to claim an Input Tax Credit, if you are so entitled, under the GST Legislation.

For those items under the heading "Disbursements Incurred as Your Agent", where the total invoice is no more than \$75.00 and on which GST is noted, you do not need a Tax Invoice to claim an Input Tax Credit if you are so entitled under the GST Legislation.

Those items detailed under the heading "Disbursements Incurred as Your Agent", on which no GST is noted, are GST free.

2. INTEREST PAYABLE

Interest is payable on Tax Invoice that remain outstanding after 30 days or from such time as prescribed in the Cost Agreement, if any, at the rate prescribed by Section 59(3) of the Civil Proceedings Act 2011 (currently six (6) %) plus the Cash Target Rate as defined by the Legal Profession Regulations 2007 (currently 0.1%).

3. YOUR CONSENT FOR DESTRUCTION OF YOUR FILE/S:

- 3.1 The law says that not all documents on our file will be your client documents, including some file notes, working papers, accounts or internal emails, which will belong to us.
- 3.2 Where permitted by law, we may elect to hold some or all of your client documents solely in electronic form. We will keep your client documents, relating to the legal work we perform for you, for seven (7) years after the engagement has ended or has been terminated. After this time, we may destroy them without contacting you again.
- 3.3 At the conclusion of the legal work which we perform for you, or where our engagement is terminated, you may request your client documents from us at no charge. If you do make such a request, they will be provided to you within a reasonable timeframe. This will end our obligation to keep your client documents.
- 3.4 You agree that we may also retain copies of your client documents, for our own regulatory, insurance and other reasonable internal purposes.
- 3.5 Where your client documents are held by us in electronic form, only electronic copies of them will be provided to you. Those copies will be provided in a reasonable electronic format, usually the same format in which we hold them.
- 3.6 No software or equipment will be provided to you enable you to view or access your electronic client documents. Electronic documents may be provided to you solely in a "read only" format, unless it was part of our engagement that they be provided in a form which permits editing or modification by you. While we take reasonable measures against malware, viruses or other harmful code, to the

extent the law permits, no warranty is given that the electronic documents will be free from these. We recommend that you use a reputable security program at all times.

- 3.7 We may choose to make your electronic documents available to you for a limited time via a file sharing platform so that you can download them, if we consider this to be reasonable. While this would be at no charge to you, please be aware that you may incur data charges associated with the download for which we will not be liable. We accept no liability for any loss you may suffer as a result of your use of that service.

4. UNPRESENTED CHEQUES

Any cheques we issue to you must be presented within one month from the cheque date. Any cheque that is not so presented will incur a stop payment fee (currently \$5.00) which will be automatically deducted from the amount due to you and a fresh cheque will then be issued for the lesser amount.

5. YOUR RIGHTS IN RELATION TO LEGAL COSTS:

Legal Profession Act 2007 (QLD) (s 331 (3))

Disputes

If you dispute our legal costs you may -

- Contact us to discuss your concerns with us;
- Request an itemised bill;
- Apply for a costs assessment within 12 months of delivery of a bill or request for payment (if **our costs are assessed at a higher amount than the amount we charged, we reserve the right to withdraw our initial tax invoice and submit one for the amount of the assessment**); or
- Apply to set aside the Costs Agreement within six years or such other time period as the law permits.

Other Information

For more information about your rights, please read the facts sheet titled "Legal Costs – your right to know". You can ask us for a copy, or obtain it from the Queensland Law Society or download it from their website at www.qls.com.au

6. RETRIVAL OF ARCHIVED INFORAMTION:

If you request information that has been in our archives for a period exceeding one (1) year from the date it was archived, we will charge you an administration fee of \$75.00 plus GST (total fee of \$82.50), plus the cost of any photocopying at a reasonable commercial rate (if you require copies or original documents).

7. LIABILITY

"Liability limited by a scheme approved under professional standards legislation. Personal Injury Work exempted". A copy of the scheme is available at the Queensland Law Society Website: www.qls.com.au

REMITTANCE ADVICE

Client Name: BURKE, Scott & BURKE, Britta
Our Reference: APR20211018/APR
Balance Owing: \$1,023.80

Paying by Mail	Please return payment, in the form of a cheque or Credit Card Authority (see below) to PO Box 649, Bundaberg, QLD 4670
Paying in Person	Please attend to Reception during Business Hours at: 2 Targo Street Bundaberg. Please note, Business Hours are 8:30 am to 5:00 pm Monday to Friday
Paying by Direct Deposit	Account: Payne Butler Lang General Account Bank: Commonwealth Bank Bundaberg Branch No: 064 403 Account No: 1044 7173 Please be sure to quote reference BI0010576 when making your payment.
Paying by Phone	Please phone Accounts on (07) 4132 8900 during Business Hours
Paying by Card Fax: (07) 4152 2383 Email: info@pblaw.com Post: PO Box 649, Bundaberg QLD 4670	<u>Credit Card Authority</u> Please charge the following amount to my credit card: \$ _____ Visa Mastercard Card Number: _____ / _____ / _____ / _____ Expiry Date: _____ / _____ CCV: _____ (3 digits found on back of Card) Signature of Cardholder: Name of Cardholder: Address: Telephone Number:

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