

21 February 2020

Attention: Ms BM Dolieslager & Ms TA Jones
Brenda and Tracy Superannuation Property Pty Ltd as trustee for Brenda and Tracy Superannuation Fund
Suite 111 838 Collins Street
DOCKLANDS VIC 3008

Dear Brenda & Tracy

Tax Invoice No. 1499
Your sale to Schoof Laura Katherine Schoof
Property: 304/20 Bedford Street, Reservoir

We *enclose* our final account for professional fees and disbursements for payment in accordance with our Costs Agreement.

Should you wish to discuss this matter please contact Nancie Hu of our office.

Yours faithfully
MADISON BRANSON LAWYERS



Enc.

Contact: Nancie Hu - Senior Solicitor
Direct Line: +61 9211 0696
Email: nancie@madisonbranson.com
Our reference: NH191305MT

Lawyer Responsible: Nancie Hu - Senior Solicitor
Direct Line: +61 9211 0696
Email: nancie@madisonbranson.com
Your reference:

Memorandum of Costs and Disbursements

Tax Invoice No: 1499

Professional Fees

Date	Description	Amount
20/12/2019	Receive executed COS and update LEAP	
07/01/2020	Email to clients enclosing settlement documents; diarise critical dates; update details on LEAP; telephone out to purchaser's representative; Create PEXA workspace, update PEXA workspace; invite purchaser representative to PEXA workspace, invite client's bank to PEXA workspace; create duties online workspace, update duties online, invite purchaser representative to duties online.	
08/01/2020	Email to client's bank enclosing signed & completed discharge authority; email to purchasers representative enclosing signed and completed GST withholding notice.	
15/01/2020	Email to NAB Health enclosing signed Contract of Sale.	
29/01/2020	update details on duties online; invite purchaser's representative to duties online	
30/01/2020	Send SRO duties online to client for signing	
05/02/2020	Email to clients regarding NAB PEXA workspace request for initiation of discharge authority.	
17/02/2020	Confirm statement of adjustments from purchaser representative; email to purchaser representative; confirm clients nominated banking details; phone attendance to Brenda re same; update PEXA	
20/02/2020	Finalise PEXA workspace	
21/02/2020	Sign off on PEXA	
21/02/2020	Reporting email to clients	
21/02/2020	Balance PEXA workspace (after payout figures added) and finalise for settlement	
Total		\$676.00

Amount	+ GST	- Payments Received	= BALANCE DUE
\$676.00	\$67.60	\$0.00	\$743.60

TERMS OF PAYMENT

Please note our Terms are strictly Net 7 days and in the event that payment is not made within that time, we can take any of the actions identified under the heading "Accounts" in our Costs Agreement, including charging interest on this account at 3.50% p.a. if the account is unpaid after 30 days from this date.

HOW TO MAKE PAYMENT

DUE DATE: 28 February 2020

BY CHEQUE (Please detach and return with your payment):

TO: MADISON BRANSON LAWYERS

OUR REFERENCE NO.: NH191305MT

TAX INVOICE NO.: 1499

INVOICE DATE: 21 February 2020

CLIENT: Ms BM Dolieslager & Ms TA Jones

Brenda and Tracy Superannuation Property Pty Ltd as trustee for Brenda and Tracy Superannuation Fund

AMOUNT DUE: \$743.60

DIRECT BANK TRANSFER:

ACCOUNT NAME: MADISON BRANSON LAWYERS

BSB: 013-332

ACCOUNT NO.: 291241049

INCLUDE PAYMENT REFERENCE: NH191305MT

Your rights in relation to legal costs

The following avenues are available to you if you are not happy with this bill:

1. Discuss your concerns with us. Simon Tsapepas is designated as responsible principal for this bill.
2. Request an itemised bill. You must do this within 30 days from the date which the legal costs become payable. We will provide an itemised bill at no charge. However, if you request an itemised bill and the total amount specified in the itemised bill exceeds the amount previously specified in the lump sum bill for the same matter, then we may be able to recover the higher costs should the matter proceed to a costs assessment under section 198, or a binding determination under section 292, of the *Legal Profession Uniform Law* (Victoria) ("**Uniform Law**").
3. Have our costs assessed before the Supreme Court Costs Court ("**Costs Court**") under division 7 of Chapter 4.3 of the Uniform Law or, alternatively, make a complaint to the Victorian Legal Services Commissioner ("**VLSC**") in relation to a costs dispute under Division 1 of Part 5.2 of the Uniform Law. The parameters for taking such steps are as follows:
 - (a) In relation to a costs assessment before the Costs Court – you must make the application within 12 months of when the bill was given or a request for payment was made, or where there was no bill or request made, when the legal costs were paid. An application can be made outside of 12 months in certain circumstances where the delay and reasons for the delay make it just and fair to do so. There is no monetary limitation on the amount of the legal costs in relation to a costs assessment before the Costs Court.
 - (b) In relation to a costs dispute before the VLSC – you must make the application within 60 days after the legal costs have become payable or, where you have asked for an itemised bill, within 30 days after the itemised bill was provided. The VLSC may waive the time limits specified above if the complaint is made within 4 months after the required period. This is in circumstances where the delay and reasons for the delay make it just and fair to do so, provided we have not commenced legal proceedings in respect of the legal costs. There is a monetary limitation of less than \$100,000.00 of the total bill for legal costs in dispute or, where the amount is \$100,000.00 or more, the amount of the legal costs in dispute is less than \$10,000.00.

Our rights in relation to interest

We intend to charge interest on unpaid legal costs if our costs are unpaid after 30 days of giving you this bill in accordance with the Uniform Law. The rate of interest is the Cash Rate Target plus 2% specified by the Reserve Bank of Australia as at the date of this bill.

Notice of withdrawal of trust money

If money has been paid into our trust account for you, we hereby notify you that we will withdraw money from the trust and apply it towards payment of our legal costs that are owed in accordance with the Uniform Law and the *Legal Profession Uniform General Rules 2015*.

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