


CONTRACT APPENDIX

I / We hereby authorise M.B.A. Systems to supply copies of my / our management accounts, final accounts, stocktake results and VAT Returns together with any other financial information to Punch Taverns, if M B.A. Systems are requested to do so by Punch Taverns under my / our tenancy / lease agreement with Punch Taverns.

I / We further authorise M.B.A. Systems to discuss the results of the above accounts, stock takes and VAT Returns with Punch Taverns directly, if M.B.A. systems are requested to do so by Punch Taverns. M.B.A. Systems shall not, at any time during or after the term of its contact with me / us, divulge or allow to be divulged to any other person but Punch Taverns any confidential information relating to my / our business affairs, other than by prior consent or legal obligation.



.....
Signed

.....
Signed

.....
Date

CONTRACT for Services between Monitor Business Systems Limited (MBA)
of Old Bakery Buildings, 33a Silver Street, Warminster, Wilts and

MR & MRS READ, RISING SUN (Client) of
5 CHARMONT TERRACE BATH BA1 6EH

Commencing the day of 20

In consideration of the services to be rendered by MBA under this agreement the Client shall pay to MBA a fee (The Service Fee) of £..... (exclusive of VAT) each month by Direct Debit. The fee shall be calculated by reference to the fee scale charge table annexed hereto or such fee scale charge as may from time to time apply. Any VAT, duties or taxes payable in respect of such a fee shall be payable in addition to the fee each month.

The services shall be to process Client's paperwork and provide Client with a computerised profit and loss account, balance sheet and general ledger for the end of each calendar month together with information required to complete VAT returns at the end of each quarter.

The client contracts to provide MBA with all necessary documentation paperwork and other relevant information in an expeditious manner at the end of each month or in any event immediately upon request by MBA.

No monthly service fee shall be refundable if the Client fails to provide such documentation paperwork and information necessary to complete clients monthly accounts.

MBA may vary the service fee by reference to the fee scale charge table or by separate negotiation with Client on one calendar months notice except where the VAT rate shall change in which case no notice is required.

MBA will advise and assist in additional work in relation to taxation, financial investigative work and any other work not provided for in the service fee. Such additional services shall be charged for separately. Such charge shall be due within 14 days of the invoice being rendered.

MBA shall have the right to charge interest at the rate of 2% per month on all outstanding invoices and to charge an administration fee in respect to the collection of any debt over 60 days old. MBA further reserves the right to cease work on behalf of Client if payments are not made to MBA in accordance with this agreement. The client acknowledges that MBA shall have a lien on all clients paperwork in its possession until such payment is made in full.

MBA may from time-to-time give advice verbally. No decision should be made on that advice until you have received and considered the detailed and specific advice in writing.

MBA will not be responsible for any consequential loss whatsoever in respect of any work it carries out under the terms of this agreement.

During the term of this agreement MBA shall be an independent accountancy consultant to the Client and not the servant of Client and shall not be subject to directions from Client as to the manner in which it shall perform its work.

MBA shall not at any time during or after the term divulge or allow to be divulged to any person any confidential information relating to the business or affairs of the Client, other than by prior consent or legal obligation.

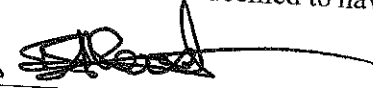
Either party may cancel this agreement by one months notice in writing served on the other party by first class post at its last known address.

Both parties shall be released from their respective obligations in the event of national emergency war prohibitive government regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this agreement impossible whereupon all money due under this agreement shall be paid immediately.

Each of the parties warrants its power to enter into this agreement and acknowledges that this agreement contains the whole Agreement between the parties in that no other terms shall be expressively or impliedly relied on except those given in writing by a senior executive of MBA.

All Agreements on the part of either of the parties which comprise more than one person or entity shall be joint and several.

This Agreement shall be governed by English Law in every particular including formation and interpretation and shall be deemed to have been made in England.

Signed 
 Signed on behalf of Client

Signed _____
 Signed on behalf of MBA

Dated _____


Dated _____

Please select one of the following payment options :

- A Collection of the Monthly Service Fee only.
- B Collection of the Monthly Service Fee and any additional charges when they become due 14 days after invoice, less any relevant discount.
- C The Monthly Service Fee, together with an additional amount per month, to be specified, on account of annual accounts, taxation and other ancillary fees, and professional fee insurance on renewal

M.B.A. Systems
 Accountants to the
 Licensed Trade

Instruction to your bank or
 building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and sent to: MBA Systems, Old Bakery Buildings, 33a Silver Street, Warminster, Wiltshire. BA12 8PT

Name and full postal address of your Bank or Building Society

To: The Manager _____ Bank/Building Society
 Address _____

 Postcode _____

Name(s) of Account Holder(s)

Bank/Building Society account number

| | | | | | | | | | | | | | | | | | | | | |

Branch Sort Code

| | | | | |


Service User Number

7 | 6 | 8 | 2 | 2 | 0

Reference Number

| | | | | | | | | | | | | | | | | |

Instruction to your Bank or Building Society
 Please pay M.B.A. Systems Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with M.B.A. Systems and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) 

Date _____

Banks and Building Societies may not accept Direct Debit Instructions for some type of accounts
 This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, MBA Systems will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request M.B.A. Systems to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by MBA Systems or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when M.B.A. Systems asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.