



Application For Membership (**Australia**)

This application for membership is made on _____ (date) between

Your Business:			
Name			
ABN			
Street Address			
	Suburb	State	Post Code
Mailing Address			
	Suburb	State	Post Code
Business Phone			
Business eMail			
Website Address (Domain Name)			
	Please register this domain for me if available <input type="checkbox"/>		
Billing Contact:			
Name	Title	First	Surname
Position (eg Director, Owner)			
eMail			
Phone			
Mobile			

in this agreement to be referred to as (**"THE APPLICANT"**)

and myworkspace Pty Ltd (ABN 22 123 303 211)
146 Woodlands Rd, Gatton Qld Australia

1. The Applicant hereby applies for Membership of the myworkspace ("Service") as indicated by the selected Memberships.
2. Upon acceptance of this application by myworkspace Pty Ltd the applicant will be admitted as a Member of the myworkspace Service governed by the conditions of the Terms of Use Agreement.
3. If the applicant uses the services it is assumed that the applicant agrees to the Terms of Use Agreement as per the myworkspace.com website.

Please read these Terms of Use Agreement carefully. It is a condition of your use of the Service that you comply with the Terms of Use Agreement.



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User Details

The system will be initially configured with the following user logons².

Please place a ✓ in the box if you want the user to have this membership (module).

Name/eMail	Administrator ¹	Business	Accounting	Financial Services

Notes:

1. At least one of the users must be a System Administrator.
2. Please attach an additional page if not enough space for all the users

Business Membership includes:

- Areas of the system as outlined in the myworkspace::business membership (*refer myworkspace.com.au*)
- Security System
- 75MB free storage space per user
- Unlimited email access, mobile access via WAP and PDA
- Web-based SMS for 29c/SMS, with reply to eMail.
- Listing in myworkspace marketplace/directory
- Online Shop / Web Site
- Orders taken via Online Shop attract a transactional charge of 45c per order
- Online user guides and help text for all areas of the system
- Phone / email / onsite Training & Support is available at \$110 per hour (+ travel if applicable)

Financial Services Add-On includes:

- Total of 20 new policies or investments or loans (or mix) per month.
- New Policies / Investments / Loans above that in the month will attract a \$1.10 per record fee.

Accounting Membership includes:

- Areas of the system as outlined in the myworkspace::accounting membership (*refer to myworkspace.com.au*)
- Access to accounting specific support by phone, email or onsite is available at \$110 per hour (+ travel if applicable)

Invoicing Membership includes:

- Access to the invoicing and debtor reporting functionality within the myworkspace::accounting membership
- To access this membership level, you must have at least 1 user on the myworkspace::accounting membership
- Ideal for managers not in the accounting area who need access to basic client account information



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Renewable Monthly Service Fee

The monthly service fee is payable from the date of acceptance of this application.

Description	Rate (\$AU inc GST)
myworkspace::business	\$33.00 per user per month
myworkspace::accounting <i>(add-on to myworkspace::business)</i>	\$27.50 per user per month
myworkspace::invoicing <i>(add-on to myworkspace::accounting)</i>	\$7.50 per user per month
myworkspace::financial services <i>(add-on to myworkspace::business)</i>	\$22.00 per user per month
myworkspace::express (mobile phone/PDA live access) <i>(add-on)</i>	\$11.00 per user per month
Sync Services (Synchronise your contacts and diary on to your phone)	\$7.50 per user per month
Pay as you Need Support &/or Training	\$110 per hour
Document Storage Fees	See below
SMS Messages (includes receiving replies as an e-mail)	\$0.29 per message
Online Shop Sales / Event Registrations (via website)	\$0.45 per transaction
Hosting of domain based emails <i>(if required)</i>	\$2.50 per mailbox per month
Domain Registration ".com.au" (2 years)	\$70
Domain Registration ".com" (1 year) <i>Other domain types available on request.</i>	\$40
Secure Client Zone <i>(knowledgebase access, messaging & collaboration)</i>	POA

Document Storage Fees (measured via Data storage levels at the end of each month):

- 75MB included per user logon
- First 1GB of storage in excess of included storage: 6.5c/MB per month (inc GST)
- Proportion greater than 1GB: 2.5c/MB per month (inc GST)

Example: 280MB with 2 users = (280 - (2 x 75)) = 130MB excess = 130 x 6.5c = \$8.45

Connection Fees

- A once-off initial connection fee of \$129 per business is payable upon acceptance of this agreement.
- A once-off Sync Services connection fee of \$110 is payable per user *(if subscribed to)*.

Payment Terms

All payments are due within 7 days of invoice date. You have the choice of monthly Direct Debit from your nominated account, or monthly charge to your nominated credit card *(a 3% processing fee applies to credit card payments)*. Please complete one of these options below.



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Other Information

Where did find out about us? <i>eg Referrer's Name if referred.</i>	
Do you wish to receive electronic newsletters from myworkspace advising of new enhancements and special offers from time to time?	<input type="checkbox"/>

Directory Listing

As part of your subscription to myworkspace you receive a free listing in the myworkspace directory, allowing other myworkspace members to find out about your services. If you complete the details below, we will set up your initial directory listing. You can always edit it later through My Profile, My Online Profile.

Description	
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Directory Advertising

In addition to your free directory listing you can further promote your business using the highly effective advertising system. This allows you to place advertisements that appear in the footer of myworkspace and other key parts of the system. You pay a fee every time the advertisement is shown or clicked on. The fee will vary depending on where and when your advertisement is shown. When you set up an advertisement you specify a maximum budget per month (minimum \$30/month). If you complete the following section we can set up an initial advertisement for you.

Advertisement	
Title (25 characters)	
Text (60 characters)	
Link to your website (URL)	
Monthly Budget (Minimum \$30.00)	

Checklist

Please read each of the following points carefully and initial each of them once you understand them. If you have any questions about them, please contact us. Your application for use of the services will only be approved when all items have been initialled.

Item	Initial
All use of the myworkspace Support via phone, email or support issue system will be charged as stated above (unless issue is found to be a system fault).	
All data stored in excess of the included amount will be charged as stated above.	

Signed as agreement

I, _____ (signature of main contact),

an authorised officer of the Applicant, hereby agree that the company accepts the terms of the Agreement described above together with the Terms of Use for the supply of the service and agrees to be bound by the Agreement.



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Subscriber Direct Debit Agreement

I/We request 'myworkspace Pty Ltd' (**User ID: 250855**) to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Account Name

Address

Postcode

Name of Financial Institution

Branch address

BSB No.

Account Number

Commencing _____ (dd/mm/yy), please debit an amount consistent with the current renewable monthly service fees, from the above account. Thereafter debits shall be made on or around the 15th day of every month in payment of the prior month's subscription. Direct Debits shall be made until such time that myworkspace Pty Ltd receives notification of 'cancellation of subscription'. I/We agree to the terms and conditions as described in the 'Subscriber Direct Debit Agreement'.

Signature(s)

If debiting from a joint bank account, both signatures are required

Date



Application For Membership (Australia)

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between 'myworkspace Pty Ltd' and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for payment of your monthly subscription fees.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur as per the Subscriber Direct Debit Request (DDR) form.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice via email or letter when changes to the initial terms of the arrangement are made. This notice may include the new amount, frequency, next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please telephone or email myworkspace Pty Ltd.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements, contact myworkspace Pty Ltd by telephone or email. These changes may include:

- deferring the drawing; or stopping an individual debit; or
- altering the schedule; or suspending the DDR; or
- cancelling the DDR completely.

Enquiries

Direct all enquiries to myworkspace Pty Ltd, rather than to your financial institution, and these should be made at least 14 working days prior to the next scheduled drawing date. All communication addressed to us should include your company and contact details. All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting myworkspace Pty Ltd at any time.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - within 7 business days (for claims lodged within 12 months of the disputed drawing); or
 - within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that you advise us if the nominated account is transferred or closed.
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you are liable to pay any dishonoured fees incurred by yourself or myworkspace Pty Ltd.

If your drawing is returned or dishonoured by your financial institution, or we have not received payment following a two-week grace period, the Service may be disabled. After 7 days overdue, users will be given a warning and the billing contact will also be emailed. After 14 days overdue, the user login will be disabled. No data will be lost and you can reactivate the Service at any time with payment.



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Credit Card Details:

VISA ☐

Mastercard ☐

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Card Number

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Expiry Date

Cardholder's Name: _____

Please debit my credit for the monthly fees as per this agreement.

Signature: _____ **Date:** _____

Note: A surcharge of 3% will be added to all credit card charges.

ONCE SIGNED PLEASE FAX TO 07 3009 0383