

Books to Balance

Mobile Bookkeeping Service

1st October 2012

Private & Confidential:

Alison Hodson
7 Kimberley Road
Hillarys WA 6025

Dear Alison

Welcome to Books to Balance. We are delighted to confirm our offer of a subcontracting role as a bookkeeper commencing 27th August 2012. This letter outlines the terms and conditions relating to your employment and should be kept for your personal records.

Remuneration

Your remuneration will be **\$32.00** per hour plus superannuation and GST (if applicable). This will be subject to review in 3 months time.

Books to Balance offers employees the opportunity to choose their own Superannuation fund; in the event that a choice is not made within 28 days of commencement of your employment all employer contributions will be made to the default fund held with REST.

Confirmation of Details

In meeting various legislative and contractual obligations, we require that you provide the following documentation on commencement:

Your bank account details;

A copy of your passport, birth certificate or driver's licence (required to make 100 Points); and

Your ABN.

Duties

Your duties will vary from client to client with general bookkeeping being your main priority, there may be some general administration work requested by a client also. If at any stage you feel you are being asked to work outside of your scope of expertise please notify Christie as soon as possible.

Facebook/Social Media

Books to Balance requires that all staff who hold a social media account such as Facebook or Twitter do not post sensitive information regarding clients, business protocol/practices and staff members. Be aware that anything posted may be classed as slander and could be grounds for dismissal or further legal action.

Confidential Information

You may be exposed to confidential information during the course of your employment. This confidential information is the property of Books to Balance and must be kept confidential during and after your employment with Books to Balance.

Non-Solicitation

You agree that you shall not, without the prior written consent of Books to Balance, within the period of 12 months after the termination of your employment with Books to Balance, provide or offer to provide services to any present client of the business of Books to Balance or to any person or entity who during the period of 12 months prior to the termination of your employment, was a client of Books to Balance.

By agreeing to the terms of this clause, you expressly acknowledge that the restraint set out by this clause is reasonable and necessary for the protection of the goodwill of Books to Balance and the business conducted by Books to Balance and is intended to be given to its full force and effect.

Agreement


To accept your employment and all the terms of the employment, please sign below and return the Original contract to our office for our records.

On behalf of the Books to Balance team I welcome you on board and look forward to working with you.

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Agreed and accepted by:

Alison Hodson



Signature: Alc
Date: 1/10/2012