



Global-Mark P/L

Management Document G-22

Title: **Schedule of Fees 2009/10 – CodeMark**

Type of Document: **Guide**



This document is External

Document Information and Revision History

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Current Revision Author(s)	Herve Michoux

Revision History

Revision	Date	Author(s)	Notes
1	25/9/2005	Herve Michoux	Original Release
2	20/7/2007	Herve Michoux	Updated for 2007/8 financial year
3	3/2/2009	Herve Michoux	Updated for 2009/10 years
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Uncontrolled if printed, or viewed outside GM's intranet

1 Why do we have this document

This document describes how we will invoice Clients for the services performed under the CodeMark program.

2 How to use this documents

This document should read in conjunction with the Welcome Pack and the relevant Program Information Brochure (PIB), available on our web site: www.global-mark.com.au

3 Schedule for fees

3.1 Certification services

Activity	Fee in Australian Dollar and Excl. GST (for Aus-NZ based Clients)	Comment
Application fee	\$1000	
Pre-evaluation visit/conference	\$2000	Includes preparation of Preliminary Evaluation Plan and Risk Assessment
Document review fee	\$2000	
Pre-certification fee	Charged on the basis of \$1800 per auditor day	
Certification review fee	Charged on the basis of \$1800 per auditor day,	Plus ½ to 1 day for planning and reporting Durations are dependent on the size and complexity of the company
Initial review and assessment of technical file fee (only for product certification program)	Charged on the basis of \$1800 per auditor day,	Typically 2 to 4 auditor days Further review may be needed if product is changed, or new products added (charged at \$250 per hour)
Post-certification yearly fee	\$2000 per year per site (payable in advance at certification, and thereafter on the anniversary of certification)	Plus auditing time, on the basis of \$1800 per auditor day. Plus ½ to 1 day for planning and reporting
Variations to scope of certification, or follow ups reviews fees	Charged on the basis of \$250 per hour	Minimum 3 hours for Australian based sites, 1.5 days for others.

3.2 Other Fees

Activity	Fee in Australian Dollar and Excl. GST (for Aus-NZ based Clients)	Comment
Yearly accreditation levy	\$120	Per different certificate, per program
Extra certificate fee (per Certificate)	\$40	Extra copy of the same certificate

4 Changes to this document

This document may be updated by Global-Mark Pty Ltd from time to time. Written notice will be provided to all Clients prior to any changes being implemented.

5 Conditions

- Travel cost and expenses: travel cost and expenses to and from the city where each team member or client manager is based will be charge at cost, unless directly organized by the client. It is our aim to minimize travel expenses by forward planning, and whenever possible charing travel with another client (s). No travel expenses applies in the greater metropolitan area of where the client manager/auditor is based
- Travel time: Global-Mark does not charge for travel time within Australia/NZ, but will be charged on the basis of \$1000 per day outside of these countries (one day is defined as a normal “working day”).
- The accreditation levy is charge per year, in advance, per certificate.

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