



Global-Mark P/L

Management Document G-23

Title: **Schedule of Fees for 2009-10**

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	3/2/2009	Herve Michoux	Original Release
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1 Why do we have this document

This document describes how we will invoice Clients for the services performed. This document applies to Forestry, Chain of Custody, Product Certification (Approved and Certified Product) Programs.

2 How to use this documents

This document should read in conjunction with the Welcome Pack, available on our web site: www.global-mark.com.au

3 Schedule for fees – For new clients (for transfers please call our office)

3.1 Certification services

Activity	Fee in Australian Dollar and Excl. GST (for Aus-NZ based Clients)	Comment
Application fee	\$1000	
Document review fee	\$1500	
Pre-certification fee	Charged on the basis of \$1800 per auditor day	Optional for some programs
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, product or process
Initial review and assessment of technical file fee (only for product certification programs)	Charged on the basis of \$1800 per auditor day	Typically 2 to 4 auditor days. Further reviews may be needed if product design is changed, or new products added (charged at \$250 per hour)
Post-certification yearly fee	\$1200 per year per site (payable at certification, and thereafter on the anniversary of certification)	Plus auditing time, on the basis of \$1800 per auditor day, typically 1 to 2 auditor days 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 Dollars and plus 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 charged at cost, unless directly organized by the client. It is our aim to minimize travel expenses by forward planning, and whenever possible sharing travel with other client(s). No travel expenses apply in the greater metropolitan area where the client manager/auditor is based.
- Travel time: Global-Mark does not charge for travel time within Australia and NZ. Outside Australia and NZ, travel time is charged on the basis of \$1000 per day (plus GST if applicable: 1 day is defined a normal working day).
- The accreditation levy is charged per year, per certificate at certification and annually thereafter.
- Certain programs (example TS16949) involve royalties to be paid to the promoters or owners of the program/trademarks). These royalties will be charged at cost.

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