FileMaker Consulting and Development

Standard Rates and Terms   **With effect from 1 July 2021**

Our commercial rates are shown below and these apply to all work except where otherwise agreed by special arrangement.

Project/Commitment Duration*	Standard Rate**
Ad Hoc Hourly (not paid in advance)	$225.00 per hr
Less than 10 hours (when paid in advance)	$199.50 per hr
Between 10 hrs and 24 hrs	$195.00 per hr
Between 25 hrs and 149 hrs	$185.50 per hr
Between 150 hrs and 449 hrs	$178.50 per hr
Between 450 hrs and 899 hrs	$172.50 per hr
900 hrs or more	$168.50 per hr

*   Applies to each individual purchase which is committed and scheduled. Calculated at the time the retainer is invoiced.
**   Amounts shown are in USD

Additional purchases (eg extending existing projects) will be payable at the applicable scale rate for the extension (rather than the original project rate) except where specifically agreed in advance. All work not covered by advance payment will be billable at the Ad Hoc rate.

On site work may be possible subject to negotiation (and payment of associated expenses).

Standard Terms

- For commitments of 50 hrs or less, payment in full is required in advance.

- For periods of work exceeding 50 hrs, a non-refundable retainer is required in advance, as follows:
    - 50 hrs or more: a retainer of at least 50% of the contract/quoted price (any one purchase).
    - 350 hrs or more: a retainer of at least 33.3% of the contract/quoted price (any one purchase).
    - 500 hrs or more: a retainer of at least 25% of the contract/quoted price (any one purchase).

- Work will go into our schedule based on our availability at the time the retainer is received. Lead times are typically 20 to 30 working days. Shorter lead times are by negotiation and subject to availability.

- For retainer-based projects, unless otherwise agreed, the balance (total less retainer) will be payable in equal instalments, to be billed on a 30 day cycle during the course of the scheduled work, with all payments required prior to the completion of work.

- Time will be allocated pro-rata (not rounded to the nearest hour or half-hour). Allocations will include time spent in communication, specification, research, design, prototyping, coding, testing, delivery, debugging, documentation and training.

- Except where otherwise agreed in advance any purchased time (or retainer-value) remaining at the conclusion of a given work block will be held on account and may be used for ongoing support or rolled forward to a subsequent project, at the client's discretion.