



Letter of Agreement

Acknowledge This!

ABN 84 656 048 378

11/10/2024

Dear [REDACTED]

This letter serves as an agreement between Australian Communications and Media Authority and Acknowledge This!, whereby Acknowledge This! will facilitate the delivery of 2hr Acknowledge This! workshop on Wednesday 27 November 2024 at 2.00pm to 4.00pm AEDT.

Acknowledge This! will be delivered for a maximum of 100 people via an agreed upon online platform. Recording is not permitted, unless a Licensing Agreement has also been purchased.

The payment for the workshop is \$6,500 + GST and will be paid for in accordance with invoicing timelines noted in the terms and conditions.

By signing this agreement, all parties agree to the details listed on this page as well as the terms and conditions listed on the following page.

Signed by: [REDACTED]

Organisation representative: [REDACTED]

Representative's job title: [REDACTED]

Date: 21/10/2024



Terms and Conditions

These terms and conditions apply to all services, training and programs delivered by Pretty Dardy Pty Ltd trading as "Acknowledge This!".

Payment of services:

All workshops/services, excluding workshops / services booked for Reconciliation Week and NAIDOC, will be invoiced at the start of the same month as delivery with a 30 day term. Workshops / services booked for Reconciliation Week and NAIDOC require full pre-payment and will be invoiced either upon return of this letter of agreement or on 1 May for Reconciliation Week or 14 June for NAIDOC Week. Invoicing can occur prior to this at the request of the customer.

Cancellation:

- Confirmation of cancellation/reschedule must be received in written format via email to hello@acknowledgethis.com.au
- If cancellation/reschedule is received more than 14 business days prior to the proposed event/training date, no fee is payable.
- If cancellation/ reschedule is received less than 14 business days prior to the proposed event/training date, 100% fee is payable.
- If the cancelled event/training is scheduled during NAIDOC or Reconciliation Week, 21 business days notice is required otherwise 100% fee is payable.

Management of attendees:

Acknowledge This! is not responsible for the management of attendees, or invitees, to any of it's in house workshops (excluding delivery time). This management includes sending out invitations and keeping track of attendees. These responsibilities will lie with the contact person at the organisation for which the workshop is being delivered.

Number of attendees:

Should the maximum number of attendees listed on the Letter of Agreement be exceeded, Pretty Dardy Pty Ltd reserves the right to charge \$500+GST in increments of 50 people over the quoted number. For example, if the capacity is 100 people and 132 people are recorded as attending, Pretty Dardy Pty Ltd will charge an additional \$500+GST.

Recording of sessions:

Recording of sessions is not permitted unless a specific Licensing Agreement through Acknowledge This! has been purchased.

Intellectual Property:

No authority is given to share or amend any intellectual property presented by "Acknowledge This!". Intellectual property refers all intellectual property rights, including but not limited to, the following rights:

- a. copyright (including future copyright) throughout the world in all literary works, artistic works, computer software, and any other works or subject matter in which copyright subsists and may in the future subsist; and
- b. trade and service marks (whether registered or unregistered) and domain names

Testimonials:

"Acknowledge This!" receives the right to utilise any testimonials received by participants for marketing purposes. Names and companies may be recorded, however the participant and organisation reserve the right to request to have this information removed.