

From: ^{Green-O}
Sent: Tuesday, 13 February 2007 1:34 PM
To: ^{Sandy White-O}
Subject: FW: re room hire and invoice

Attachments: INVOICE 001.xls

From: ^{Psychologist} [mailto:]
Sent: Monday, 12 February 2007 11:01 PM
To: ^{Green-O}
Subject: re room hire and invoice

Hi ^{Green-O}
My apologies for taking so long to reply. I have leased the offices at Southbank, as we had discussed, from Fri 2 February. I left a message for our client Thur 1 February, asking them to return my call re another meeting, but have not heard back. Attached is an invoice with costs to date. I will send a hard copy as well. I've included my bank account details as I'm unsure as to how you wished to pay. I'm happy to negotiate payment method.
I will call you tomorrow to see where things are at your end.
Regards,
^{Psychologist}

From: ^{Green-O} [mailto: ^{Green-O} @police.vic.gov.au]
Sent: Friday, 26 January 2007 12:10 PM
To: ^{Psychologist}
Subject: [SPAM]RE: Room Hire

^{Psychologist}

I spoke with ^{Sandy Wt} and he agrees that the ^{P/I} sounds like a suitable place. You can send your invoices to ^{Sandy White-O} c/o Level 6, 412 St Kilda Road, Melbourne, 3004.
^{Sandy Wt} will arrange the payments mostly in cash at this satge. He will confirm that soon
Regards
^{Green-O}

From: ^{Psychologist} [mailto:]
Sent: Thursday, 25 January 2007 3:07 PM
To: ^{Green-O}
Subject: Room Hire

Hi ^{Green-O}

Below is the e-mail from [] at [] re the office at [^{P/I}]
[] St Melbourne).

As discussed the set up costs are high (\$1320) but this is refundable on cessation of the agreement, which is month to month.
There is a \$300 once off non-refundable set up charge.
Ongoing costs are \$750 per calendar month. This gives us [] tea coffee, reception during office hours, and a [] (hard to get given the popularity of [] these days). I didn't want the phone, but it is a non-negotiable item for all their offices.

As mentioned I have tried a number of other inner city options and whilst all are happy to hire on a sessional basis, none will allow [REDACTED] unless you hire an office on a more permanent basis. This one is just a bit bigger than broom closet size, but should suffice.

I have indicated to the client that we would have an initial agreement of one hour meetings once a week, for an initial 6-8 weeks. After this we would review. She indicated agreement with this, and has stated that she will call me to arrange a time next week. If she needs further sessions I will provide these on an as-needs basis. I have indicated to her that she can call me on my mobile after hours if she is in crisis, but that this is not an "open slather" arrangement.

My fee is the standard APS rate of \$204.60 per hour, with counselling calls after hours charged at the same an hourly rate (in hour blocks).

Could you please also let me know how you would like to receive my invoices and how payment will be made, both for the sessions and the office (I paid for the room yesterday in cash).

My business details are below:

Psychologist

ABN: [REDACTED]

Phone: [REDACTED]

E-mail: [REDACTED]

I had initially indicated to [REDACTED] that I would reply by COB tomorrow, but will e-mail her to let her know that given it is a public holiday, I will notify her by COB Monday.

Cheers and thanks,
Psychologist

From: [REDACTED] [mailto:[REDACTED]]

Sent: Tuesday, 23 January 2007 3:02 PM

To: [REDACTED]
Psychologist

Cc: [REDACTED] Chambers'

Subject: Office quote

Hi [REDACTED]
Psychologist

Please find below a break down of the charges for the office on Level 2 for which you have enquired.

Security Deposits - Refundable

1 Months Licence Fee - \$650.00

Key Deposit - \$250.00 (keys for 2 people)

Phone Deposit - \$300.00

10% of the above - \$120.00

TOTAL: \$1320.00

1 Month in Advance

Licence Fee - \$650.00 + GST

Phone - \$100.00 + GST

Connections and Once Off Charges

Administration Fee - \$200.00 + GST

Phone / Internet Connections - \$100.00 + GST per connection

Ongoing Monthly Charges

Licence Fee - \$650.00 + GST

Phone - \$100.00 + GST

Should you have any questions, please do not hesitate to contact me.

Kind regards,

[Redacted]

Sales & Marketing Manager

[Redacted] (Southgate) Pty Ltd

Phone: +61 3 [Redacted]

Fax: +61 3 [Redacted]

Website: [Redacted]

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