



ORDER FORM –UNIT TRUST

CHOOSE EITHER ☐ Standard ☐ Fixed (for NSW Land Tax Purposes)
☐ Multiclass ☐ Hybrid

Firm / Person Placing Order

Firm Name: Contact Name:
Delivery Address (no PO boxes):
Suburb: State: Postcode:.....
Phone: Email:.....
Desired Name of Trust

How Will Payment Be Made

☐ Account number:
☐ Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use desired Trust Name as reference)
☐ Cheque (Must be cleared before processing and made payable to Patricia Holdings)
☐ Credit Card Number Expiry Date
Card Holder Name
Type of Card: MasterCard ☐ Visa ☐ Amex ☐ (NB: Amex will incur 3.03% incl. GST fee)
Signature:.....

Trust - Delivery Type

☒ ☐ \$324.50
A quality bound Trust Register delivered to you via courier.
Please choose either ☐ Grey or ☐ White ☐
☒ ☐ \$280.50
A PDF version of the Trust Register delivered to you via email.

Package Deals (leave blank if not in a package)

NB: Our stamping fee does not include cost of OSR (NSW) or SRO (VIC) Stamp Duty
OSR Stamping Fees subject to change without notice

<input type="checkbox"/> Company + Deed Couriered \$1079.50	<input type="checkbox"/> Company + Deed Emailed \$914.50
<input type="checkbox"/> Company + Deed + our stamping fee* Couriered \$1156.50	<input type="checkbox"/> Company + Deed + our stamping fee* Emailed \$991.50

***If selecting a package deal that includes Deed Stamping, please select**

☐ Package fee + OSR fee for Original \$500.00

☐ Package fee + SRO fee \$200 (Fixed Trust price for VIC)

☐ Plus 1 Duplicate \$510.00

☐ Package fee + Your own cheque for the OSR or SRO Fee

☐ Or 2 Duplicates \$520.00

☐ Or 3 Duplicates \$530.00

Please provide your bank account details below, in the event that we need to refund stamp duty payments. **

Bank: Account Name:

BSB: Account Number:

Trust Details

State Of Jurisdiction

First Trustee

Name:.....

Address:.....

A.C.N. (if company):.....

Second Trustee
(Optional)

Name:.....

Address:.....

A.C.N. (if company):.....

Unit Holder 1

Name:.....

Address:.....

A.C.N. (if company):.....

Number of Units:..... *Class of Units:.....

Unit Holder 2

Name:.....

Address:.....

A.C.N. (if company):.....

Number of Units:..... *Class of Units:.....

Unit Holder 3

Name:.....

Address:.....

A.C.N. (if company):.....

Number of Units:..... *Class of Units:.....

Unit Holder 4

Name:.....

Address:.....

A.C.N. (if company):.....

Number of Units:..... *Class of Units:.....

*Class of Units not required for Standard Unit and Fixed Unit Trusts



THINGS TO KNOW

1. NO LEGAL, FINANCIAL OR TAX ADVICE

We do not provide legal, financial or taxation advice and therefore take no responsibility for these matters. You should consult your lawyer, financial advisor or accountant before placing an order with us.

2. NAME ON TAX INVOICE (for Clients with Accounts)

Please note that you are our client and tax invoices are in your name and it is you we extend credit to, not your client. We cannot and will not alter the tax invoice from you to your client *after* your order has been processed. Should you want the tax invoice in the name of your client ***please advise us beforehand*** so it is not on your account. *We shall require cleared funds in payment prior to processing your order as we do not extend credit to clients of our clients.* **The name on the tax invoice determines the debtor.**

3. TERMS OF TRADE (for Clients with Accounts)

We extend thirty days terms of trade to practising solicitors, financial planners and accountants but not to their clients. We require cleared funds from private clients before we process the order. See 2 above re name on Tax Invoice. Where accounts are paid after the time of order using credit card, we charge an admin fee of 2.5% (incl. GST) on Visa and MasterCard and 3.03% (incl. GST) on Amex.

Whilst most of our clients observe the 30 days terms of trade we extend, please be aware it is company policy to suspend further credit at 45 days.

You will be liable for any debt recovery expenses relating to the payment of your account.

4. TERMS OF TRADE (for Private Clients)

We require cleared funds from private clients before we process the order. American Express (subject to surcharge of 3.03% incl. GST), MasterCard and Visa (not subject to surcharges) accepted. Non-bank cheques are accepted but need to be cleared before your order is processed which may take four business days.

5. REFUNDS

Products and services supplied by us are created to meet the specific requirements of each purchaser and/or client. We provide products and services that cannot be re-sold to another purchaser or client. As a result of this, we do not provide refunds for products or services supplied in good faith according to the request of the purchaser or client.

6. RETURNS

If the product or service is returned/referred back to us due to an error on the part of the purchaser or client, and we have complied with the original instructions and directions of the purchaser/client, we reserve the right to levy an additional charge that fairly reflects the time and expertise required to amend the error. We are not responsible for any error or loss due to a purchaser/client's mistake or misunderstanding of the Law.

7. STAMP DUTY REFUNDS**

If you pay to have your trust deed stamped with the State Revenue Office (VIC) or the Office of State Revenue (NSW), and if you do not return the executed deed (with a completed statutory declaration) to us for stamping within 9 months from the date of invoice, we may refund the SRO/OSR fee to your nominated account. Please note that we will not refund our stamping service fee in these circumstances.