



**AMA**  
WESTERN AUSTRALIA



**AMA**  
LEGAL

# **ONSITE ATTENDANCE AGREEMENT**

**(AMA (WA) LEGAL – ONSITE  
MEETING FACILITATION**

## 1. Scope of Services

AMA Legal will attend at the Practice premises to facilitate two (2) onsite meetings and provide procedural guidance during those meetings. AMA Legal's role is limited to facilitation and advisory assistance. AMA Legal does not act as legal representative for any party unless separately agreed in writing.

## 2. Fees

**Attendance Fee:** Onsite attendance will be charged at AMA Legal's standard professional day rate of \$595 + GST.

**Nominal Travel Fee:** Given the proximity of the Practice, a nominal travel fee will not be charged on this occasion.

## 3. Payment Terms

An invoice will be issued following completion of the onsite attendance and is payable within 7 days of issue unless otherwise agreed.

## 4. Confidentiality

All discussions during the meetings are confidential and conducted on a without prejudice basis, subject to any legal obligations.

## 5. Limitation of Scope

This Agreement relates solely to facilitation of the two onsite meetings. Any further attendance requirements will require a separate written agreement.

## Signed for and on behalf of the Practice:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_