

AI & Automation Audit – Service Agreement Template

This Service Agreement (“Agreement”) is made and entered into the date you purchased the audit between:

Service Provider:

Zari AI

Registered in NSW, Australia under Company No. 95692218983

Registered Office: 13 Adah St, Guildford, NSW, 2161

Email: info@zariai.com.au

(“Consultant”)

and

Client (as you entered on the website when purchasing the audit:

[Client Company Name]

[Client Contact Name & Title]

[Client Address]

[Client Email]

(“Client”)

1. Scope of Services

The Consultant agrees to provide the following professional services (“Services”) as part of a comprehensive **AI & Automation Audit**:

1.1 Discovery & Interviews

- Conduct structured interviews with the Founder and key team members to understand workflows, challenges, and current systems.

1.2 Comprehensive Audit & Analysis

- Evaluate the Client’s tools, software stack, sales, marketing, and operational processes.
- Identify inefficiencies, automation opportunities, and strategic improvements.

1.3 Deliverables

The Consultant will provide:

- A **written audit report** summarising findings, challenges, and opportunities.
 - A **slide deck** visually outlining key recommendations and automation strategies.
 - A **3–6 month implementation roadmap** highlighting priority actions and quick wins.
 - A **debrief call** (up to 60 minutes) to walk through results and next steps.
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2. Fees & Payment Terms

2.1 The total fee for the Services is **\$5000 + GST**, payable as follows:

- **100% upfront** to secure the audit and book interview slots.

2.2 Payment is due upon invoice issue unless otherwise agreed in writing.
Payment can be made by bank transfer or secure payment link.

2.3 Work will not commence until full payment has been received.

3. Timeline & Delivery

3.1 The Consultant will schedule interviews within **7 business days** of payment (subject to Client availability).

3.2 The **full audit report and presentation will be delivered within 7 days** of the final interview being completed.

3.3 Any delays in Client feedback, data access, or scheduling may extend delivery timelines.

4. Client Responsibilities

The Client agrees to:

- Provide access to relevant systems, team members, and data.
 - Respond to scheduling and information requests promptly.
 - Attend the final debrief call or nominate a representative.
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5. Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive or proprietary information shared during this engagement.

No data or information shall be shared with third parties without written consent.

6. Intellectual Property

All templates, methods, and materials used or created by the Consultant remain their intellectual property.

The Client is granted a **non-exclusive licence** to use the final deliverables internally within their organisation.

7. Limitation of Liability

The Consultant's total liability under this Agreement shall not exceed the total amount paid by the Client.

The Consultant shall not be liable for any indirect, consequential, or incidental damages arising from implementation or outcomes.

8. Termination

Either party may terminate this Agreement by written notice if the other materially breaches its obligations and fails to remedy the breach within **7 days** of notice.

If terminated early, the Consultant shall be entitled to payment for all work completed up to the termination date.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of **NSW, Australia**, and both parties agree to submit to the exclusive jurisdiction of its courts.

10. Acceptance

By purchasing the audit, both parties acknowledge that they have read, understood, and agreed to the terms of this Agreement.