



maxim
BUSINESS ADVISORS

Commitment Statement

Let's work better together

Here at Maxim, we make a promise to you to act and behave in certain ways.

We also have certain expectations of you as our client. By laying them out, we can ensure we're both on the same page and work more effectively together.

As your business advisors, we will:

- ✓ Listen to your needs and goals
- ✓ Give honest feedback at all times
- ✓ Ask hard questions that push you forward
- ✓ Share our professional knowledge with you
- ✓ Help you set an achievable game plan
- ✓ Complete services in a professional manner
- ✓ Work within the remit of the law
- ✓ Remain objective and independent
- ✓ Be your collaborators and cheerleaders
- ✓ Communicate with you regularly
- ✓ Respect your time, money and privacy
- ✓ Offer opportunities to expand your network
- ✓ Bring positivity and fun to the process

As our client, we expect you to:

- ✓ Keep full and accurate financial and tax records
- ✓ Be honest with us during our conversations
- ✓ Provide information we ask for in a timely manner
- ✓ Get back to us when we reach out to you
- ✓ Be open to receiving our advice
- ✓ Be respectful in resolving any issues
- ✓ Pay invoices we send you in the stated timeframe
- ✓ Try to contact us within working office hours
- ✓ Treat our employees and partners with respect
- ✓ Be willing to refer us to friends, family and others
- ✓ Advise us of any conflict of interest (or potential)
- ✓ Give us notice of any change of circumstance

Business is personal

ABN 24 650 654 265

Liability limited by a scheme approved under Professional Standards Legislation

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✉ www.maximadvisors.com.au