

To create a Service Agreement document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

## Service Agreement

### Principal and Service Provider details

- The name and address of:
  - the principal.
  - the service provider.
- If the principal or service provider is a company, then give:
  - its ACN.
  - its authorised representative (and whether they are a director or secretary of the company).
  - whether they will execute the documents by affixing a common seal.
- If the principal or service provider is entering the agreement in the capacity of trustee of a trust, then give the name of the trust.
- The type of business the principal is conducting for example, financial services.

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### Premises

- Addresses of any premises at which the principal conducts the business.
- Whether the premises are provided by the service provider. If yes:
  - confirm whether the premises are owned or leased.

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### Jurisdiction

- The state jurisdiction laws that will apply to the Service Agreement.

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### Printing and Binding

- For an additional \$49.50, do you want Cleardocs to print, bind and express courier deliver these documents to you?

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