

## Payment procedure

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In our Confirmation of Instructions, we may require you pay a deposit towards anticipated costs and disbursements. Depending on the size of the deposit, and type of work we are doing for you, your deposit may be held in our James & Wells Lawyers Trust Account and used on account of any fees / disbursements / costs you incur with us.

Payment of the deposit will be noted in your next statement of account. If you require a receipt for a deposit before your statement issues, please let us know.

We may require further deposits from you as the matter progresses. Any unused portion of a deposit will be refunded to you (along with any interest earned, if applicable) on completion or termination of our services.

Payments can be made by:

- Cash
- Cheque (written out to James & Wells)
- Direct credit to our account (ANZ Account No. 06 0317 0475661 00 – please insert your name/company name as the reference)
- Telegraphic transfer (Swift Code: ANZBNZ22); or
- Credit card (we accept Visa, Mastercard, American Express and Diners Club).

To assist in tracking your payment, it would be appreciated if you could advise us by email or phone once you have made your payment.