

Your Details:

Matter Ref:

Name:

Surname:

Address:

Suburb:

State:

P/Code:

Phone:

Mobile:

Payment Details:

Date Of Payment: / /

Amount: \$

Reason For Refund*:

Refund Options:

Cheque will be sent to the address above:

EFT: Account Name:

BSB:

Account#:

Credit Card (Only available to clients who paid by Credit Card)

Refund Policy

Should any person believe that they are entitled to a refund of monies paid to E C Legal for any reason, the following policy will apply.

- Applications for refunds will only be considered for three calendar months after the date of receipt by E C Legal;
- Refunds will be made to the person making the payment;
- Any refund made will incur an administrative charge of the lower of 10% of Amount of Refund requested or \$22.00 inclusive of GST unless the receipt is due to an error by E C Legal in which case no charge will be applied;
- Once a refund is made, E C Legal and its client will be released from any further claims in relation to overpayments by the recipient of the refund.

For further information, please contact our Administration Manager 03 8611 2666.

- I apply for a refund of monies paid to E C Legal.
- I understand that an administrative charge of \$22.00 inclusive of GST will be applied by E C Legal unless the receipt is due to an error by E C Legal in which case no charge will be applied.
- I confirm that on receipt of the amount of refund requested less the administrative charge, I release E C Legal and its client from all claims or complaints in relation to the matter for which the refund is made.

Name:

Date: / /

Signature:

Please Fax this form to: 03 8611 2699

Please allow up to 10 business days for your transaction to process.