

## **The Immigration Law Firm**

### **Payment terms and conditions for Skype consultations**

Thank you for your interest in arranging for a day/time to have a Skype immigration consultation. A Skype immigration consultation is generally the most practical, efficient, economic and useful first step that you can take to obtain a good, detailed and clear understanding of whether you may be eligible to apply under any of the current New Zealand immigration policies. We will explain in clear detail to you what residence visa or temporary visa categories (if any) are best for you, what the rules are, documentation requirements, what criteria you will need to fulfil, how much it will cost, etc.

We charge a fee of NZ\$300 per hour for Skype consultations. The approach that we take is to send you an invoice for the first 30 minutes of the consultation (NZ\$150) and ask that you pay that amount before the consultation, in order to “hold” the day/time arranged for the consultation. Payment can be made by direct credit to our bank account or via credit card. If payment is received **at least 48 hours before the scheduled consultation** then the consultation is confirmed. You would then call us via Skype at the agreed time on the agreed day, on the Skype address for the person at the Immigration Law Firm with whom you will be having the Skype consultation. Usually that person will be Paulo Kundig, and his Skype address is **paulo.kundigassociates**.

(A note about Skype: We usually find that it is simpler and easier to **use only the audio** function on Skype, and not the video function, as using the video function can sometimes cause technical problems).

When we reach the 30 minute point during the Skype consultation, if you have previously paid by credit card we would then ask you (during the consultation) whether any time over and above the first 30 minutes can be charged to the same credit card, at the pro-rata rate of NZ\$300 per hour. If you consent then we continue with the consultation. If you have previously paid via direct credit to our bank account however, then we would ask you at the 30 minute mark for the details of a credit card that we can charge the extra time to, once again at the pro-rata rate of NZ\$300 per hour. If you provide those details then we continue with the consultation. You will only however be charged for the actual amount of time we spend in the consultation, unless the consultation lasts less than 30 minutes, in which case there is no refund of any part of the initial NZ\$150 payment already made.

If you accept the above terms, then the easiest way to start the process of agreeing on a day/time that would be suitable to have the Skype consultation will be for you to please print the second page of this form, sign and date it, and email it back to us. We will then send you an invoice for NZ\$150. As soon as we have received payment of the initial 30 minute payment (NZ\$150) we will then email you a receipt and check the diary for the person with whom you will be having the Skype consultation and let you know which of the dates/times you have suggested “fits into” that person’s diary. **Very important: when you send us your four suggested days/times within which you are available to have the Skype consultation please ensure that you are using New Zealand days/times, and not your local day/time.** We are generally available to have Skype consultations that begin not earlier than 8:30am and not later than 4pm, Monday to Friday, New Zealand time.

Thank you very much. We look forward to assisting you to the maximum extent possible with your New Zealand immigration plans.

The Immigration Law Firm

To: The Immigration Law Firm

Re: Request to have a Skype immigration consultation

Current date: \_\_\_\_\_

Your name: \_\_\_\_\_

New Zealand days/times that you are available to have the Skype consultation (feel free to give us a time “range” if you are flexible, e.g., “any time between 9am to 12 noon on ‘X’ day”):

First preference (day/time) \_\_\_\_\_

Second preference (day/time) \_\_\_\_\_

Third preference (day/time) \_\_\_\_\_

Fourth preference (day/time) \_\_\_\_\_

(please remember that we must receive payment of the initial NZ\$150 at least 48 hours prior to your earliest preferred day/time, in the event we are available to have the Skype consultation on your earliest preferred day/time)

I confirm that I have read and understood, and accept, the above terms and conditions for a Skype consultation. After you send me an invoice, payment for the first 30 minutes of the consultation (NZ\$150) will be made in advance via (please put a mark next to ONE of the choices below):

1. \_\_\_\_\_ **Credit Card** (you have a choice of either giving us your credit card details here

(Name on card: \_\_\_\_\_

Card type (we only accept Master Card or Visa): \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

or telephoning us to provide the credit card details over the phone (+64 3 3771922), or faxing your credit card details to us on our fax number, +64 3 3771309);

**OR**

2. \_\_\_\_\_ **Direct Credit via Internet Banking** to the following bank account

The Immigration Law Firm Trust Account

ASB Bank Limited

Account number: 12 3191 000641602 (if you need a “Swift Code”, it is ASBBNZ2A)

Your signature: \_\_\_\_\_

**(When you have completed this page, please scan it and email it to [pwk@kundigassociates.co.nz](mailto:pwk@kundigassociates.co.nz))**