



Complete Advantage

www.completeza.com/adv

"Affordable Professional Services...for complete peace of mind!"

PO Box 21291
HELDERKRUIJN
1733

Bruce: 082 446 9216
bruce@completeza.com



Please contact Bruce at 082 446 9216 or please email bruce@completeza.com for further details.



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Background

Imagine having your own Legal Advisor, Risk Manager, Insurance Manager and Forensic Auditor on call without paying a fixed salary for these specialized and necessary services whilst concentrating on growing your core business.

Now you can have the complete service at a fraction of the price as and when you need it providing *"Affordable Professional Services...for complete peace of mind!"*

Services offered:

We offer amongst other the following company related services:

- Legal
Some legal services offered:
 - ✓ Drafting of contracts such as service contracts, employee contracts, lease agreements, sale of shares, exclusive distribution agreements etc
 - ✓ Overview of contracts prior to signing
 - ✓ Assistance with labour matters
 - ✓ All matters not part of a legal proceeding already (except as assistance or brief to council) such as letters of notice to defend, letters of demand, advice and obtaining and briefing the appropriate council
 - ✓ Assistance with discretionary trusts to safeguard business and director or owner's assets (we are in association with professionals to do this correctly and at very preferential rates)
 - ✓ General legal advice

Bruce has a 4-year B.Proc legal degree, was the Group Legal Advisor for a group of companies for a year and the Legal & Outsource Manager and also managed a Legal Hotline for more than a year.

- Risk Management
Assistance with risk prevention strategies pertaining to physical risk, vetting new or existing employees, fraud prevention strategies.

Bruce has the fraud investigative background and insurance claims background to provide your company with practical advice and assistance to minimize losses.

- Insurance
Assistance with any claims and to assist to ensure that you have the correct cover in place for anticipated risks. Our function here is not to replace your Broker, but to assist your company to ensure that you are adequately covered considering the specific risks that you may face and that is crucial to continue your business.

Bruce has practiced as a qualified Loss Adjuster in the Insurance Industry for more than 16 years:

See www.completeza.com/complete.html for his experience and the Company Profile and would be of vital assistance to your company for any claim or insurance related matter.

- Investigation
Assistance with any investigation or forensic audit and access as a Senior Consultant at Mazars Forensic Services (Pty)Ltd to conduct any large scaled forensic audit, fraud or corruption investigation at a preferential rate. Bruce is also associated with Assured Security Solutions CC (ASSIPS) to provide undercover, surveillance and serious and/or violent crimes investigations, security consultations, CCTV Cameras and security equipment, personal protection,

Bruce has more than 26 years' investigative experience as a former Captain at the Johannesburg Commercial Crime Unit, as a Director and co-founder of MSS Consolidated Holdings (Pty)Ltd where we specialized in Forensic Audit and fidelity guarantee claims, as a Loss Adjuster in Complete Loss Adjusters CC, as a Senior Forensic Auditor for the Gauteng Shared Services Centre (GSSC - Provincial Government) and as a Forensic Audit Consultant for several companies.

- General
We can assist with a variety of other services such as your company website, deed searches, client credit vetting and scoring.

Cost Structure:

- **On Monthly Retainer - month to month**

A company can purchase any amount of hours at the beginning of each calendar month at R800 per hour (a discounted rate of R50 per hour).

Retainer Hours are paid monthly in advance on or before the 30th of the month prior to when the services are required - no minimum monthly purchase required, but if no hours are purchased monthly in advance, hours will be billed at the

"outside the monthly retainer rate" of R850 per hour.

Unused hours can be carried over and hours are flexible as and when needed by the client. No contracts - month to month usage paid in advance.

- **On Annual Retainer Contract (ARC) - paid monthly**

We will discount our standard hourly billable rate of R850 per hour as follows:

- 10 hours p/m: R700 per hour - R7 000 monthly
- 20 hours p/m: R650 p/hour - R13 000 monthly;
- 30 hours p/m: R600 p/hour - R18 000 monthly;
- 50 hours p/m: R550 p/hour - R27 500 monthly;
- 70 hours p/m: R500 p/hour - R35 000 monthly
- 90 hours p/m: R450 p/hour - R40 500 monthly
- 110> hours p/m: R400 p/hour - R40 500 monthly

Unused hours are carried over and will only expire after 1 year.

Very flexible as additional hours can be secured monthly in advance at your current annual retainer rate and the contract can be terminated by giving two (2) calendar months' notice.

- **Outside the monthly retainer**

R50 per hour will be added to the ARC rate and invoiced on the 25th of each month and payable with Retainer hours on or before the 30th of the same month.

Client will be billed on the 25th of each month for work done with detailed billing provided, first applying any available Retainer hours and then the charge for hours outside the monthly retainer. The balance due is payable at month-end with the next month's retainer amount.

- **Other expenses**

Travel cost at R4,50 per kilometre. All other expenses such as toll charges are charged at our cost.