# Plan Management Service Agreement

## Parties

This agreement is between the Participant (or nominee) and Smart Plan Services (ABN 84 607 895 072, NDIS Provider #4053563952).

## Our service

Smart Plan Services will manage the NDIS plan management funding included in the participant's plan. Services include:

- Receiving and processing provider invoices
- Claiming from the NDIA on the participant's behalf
- Providing monthly statements and budget tracking
- Answering questions about spending and budgets

## Fees

All fees are charged to the plan management category of the participant's NDIS plan in line with the current NDIS Pricing Arrangements and Price Limits. There are no out-of-pocket fees to the participant for standard plan management where plan management funding is included.

## Choice and control

The participant keeps full choice and control over which providers and supports they use. Smart Plan Services does not restrict provider choice.

## Ending this agreement

Either party may end this agreement by providing 14 days' written notice. We will complete any outstanding invoices and provide a final statement.

## Feedback and complaints

Feedback can be sent to hello@smartplanservices.com.au. Participants may also contact the NDIS Quality and Safeguards Commission at any time.

## Signatures

Participant / nominee: _____ Date: ____ / ____ / _____

Smart Plan Services: _____ Date: ____ / ____ / _____