



WAM Taxonomic Services: Reporting, Charges & Invoices

Last Revised: July, 2013

A. WAMTS Projects

Reporting

- WAMTS draft reports may be emailed to the contact where clarification is required on particular aspects of the project.
- Final reports will be uploaded to the results section of the WAM-TS website and available by using your organisation specific log-in details.

Charges

As of the start of the 2012/2013 financial year, charges for these services are as follows:

1. Museum Staff Services:
 - **\$220/ hr** (inc. GST) corporative fee for work carried out by museum staff as follows.
 - **Professional work:** including database and literature mining; identifications; and preparation of reports: including assembling maps and figures.
 - **Technical work:** including processing of specimens such as registration, sorting of mixed lots, transferring specimens to suitable containers/and or preservatives, and making labels.
2. COI DNA Barcoding:
 - **\$200/ COI DNA barcode of tissue samples** (inc. GST).
 - Included in this price is DNA extraction, gene region amplification, sequence generation (through AGRF) and labour time.
 - Any additional data processing (e.g. editing of DNA sequences and systematic analyses) will be charged at the corporative fee of **\$220/hr** (inc. GST).
3. Additional materials: Where additional materials are required to process samples, their cost will be included in your invoice (and itemised in your invoice breakdown).
4. Outsourcing: Where outsourcing is required, additional charges will apply. You will be consulted prior to outsourcing.
5. Expedited reporting:
 - **\$330/ hr** (inc. GST): requests will be considered on a case-by-case basis.
 - A breakdown of costs will be a feature of the invoice for each project.

Invoicing

- An invoice breakdown will be supplied for each WAMTS project (available via the WAMTS website).
- Official invoices will be issued by the Office of Shared Services (OSS) to the contact person for each project.

B. WAMDB Projects

Reporting

- Outputs from database searches will be uploaded to the consultancy WAMTS page, and the consultancy contact notified via email.

Charging

- Database searches will be charged at a flat fee of **\$300** (inc. GST) per database searched (unless no output is generated in the requested area, where the fee will be waived).
- This fee includes all types of output requirements selected i.e. requests for standard data = \$300 or standard data + SRE filtered is \$300 for one database searched. If more than one database is searched the fee is \$300 x number of databases e.g. Arachnids/Myriapods + Molluscs the total charge will be \$600 (\$300 for Arachnids/Myriapods plus \$300 for Molluscs). For requests of additional information or explanations of filtered searches, this work will be charged for by the hour at \$220 / hr inc. GST.

Invoicing

- A separate invoice will sent for each database group through **the Office of Shared Services** quoting the WAMTS project number. Because database searches are charged at a flat rate, we do not provide invoice breakdowns for this service.