

## Work Order Details

<b>To:</b>	Sustaine Electrical & Solar	<b>ETS Phone:</b>	1300 755 455
<b>Order Number:</b>	PO12052-BU01-002	<b>ETS Email:</b>	admin@etsaus.com.au



<b>Customer Details:</b>	Margie Brown
<b>Site Address:</b>	Murwillumbah St, Murwillumbah NSW 2484
<b>Customer Phone:</b>	0466 152 007

Please scan & complete site risk assessment before proceeding with works.

Computer wall mount delivered to site. Complete the installation with coordination with the site contact Margie Brown  
margie.brown@qml.com.au 0466 152 007

All amounts shown are exclusive of GST.

Hi Sustaine Electrical & Solar,

You have been assigned a new work order.

- 1.1. Please attend site to undertake the scope of works as as per detailed instruction in this work order (*information to be placed in the free-type area*).
- 1.2. If you cannot complete the works within the cost limits **\$150 ex GST**, or due to needing to order materials, please call ETS from site for further advice.
- 1.3. If costs are to exceed our Client pre-approval limit, we will ask for a quote so we can get formal approval before commencement.
- 1.4. If you are able to complete works within the limit, or get additional cost approval on site, please ensure all rubbish and debris are to be removed from site and disposed of appropriately on completion of works.
- 1.5. Site to be left clean and tidy on completion

**Please be reminded - By accepting the work order, the contractor accepts the below:**

**Travel fees** will not be approved upon receipt of a tax invoice unless prior written approval for travel has been obtained.

**OHS:** State Occupational Health and Safety regulations and policies must be adhered to for the duration of the Subcontractors time on site. It is the Subcontractors responsibility to complete a risk assessment before commencing all the jobs and immediately reporting any high-risk hazards to Emergency Trade Services Pty Ltd prior to commencing the jobs. Where a high-risk Hazard is identified, or for any jobs exceeding \$1,000, a SWMS must be completed and supplied to Emergency Trade Services Pty Ltd PRIOR to the jobs beginning. Subcontractors are required to ensure that all safety procedures relating to the trade type are followed and hold all appropriate licenses and insurances.

**SOW:** It is the responsibility of the sub-contractor to advise of any discrepancies in the scope of works. Any alteration or variance to the scope of works provided must be approved by Emergency Trade Services Pty Ltd prior to works commencing. Emergency Trade Services Pty Ltd reserves the right to withhold invoice payment for any additional works completed outside of the requested scope

**ALL INVOICES MUST BE SUBMITTED VIA THE LINK IN THE EMAIL.**

Thank you.

Emergency Trade Services - ABN: 73 805 498 934 - 76 Howards Rd, Burringbar, NSW, 2483