

## Work Order Details

<b>To:</b>	Sustaine Electrical & Solar	<b>ETS Phone:</b>	1300 755 455
<b>Order Number:</b>	PO8057-BU01-001	<b>ETS Email:</b>	admin@etsaus.com.au
		<b>Client Name:</b>	Woollam Constructions
<b>Customer Details:</b>	Anna T BOSTON		
<b>Site Address:</b>	233 Dumaresq St, Armidale NSW 2350		
<b>Customer Phone:</b>	0402 254 758		



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

### Carpentry

#### Garage Shed

Remove and replace damaged Clip-lok wall sheets> Remove and reinstate window to allow replacement of wall sheeting

Materials: Clip-lok sheets, fixings, sealing materials, protective gear, consumables

All amounts shown are exclusive of GST.

### Carpet

#### Bedroom 1

Carry out carpet cleaning to room, applying anti-microbial agents

#### Store Room

Carry out carpet cleaning to room, applying anti-microbial agents

All amounts shown are exclusive of GST.

### Electrical

#### Hall

Remove and replace 2x downlights

All amounts shown are exclusive of GST.

### General

#### Waste Removal

Skip Bin 4m3

All amounts shown are exclusive of GST.

### General Note

#### Removalist

Cover belongings for duration of works

Remove and reinstate furnishings

All amounts shown are exclusive of GST.

**General Works****Roof**

Provisional Sum - Remove and replace damaged TV antenna

Remove and replace solar light

All amounts shown are exclusive of GST.

**Painting****Hall**

Prepare and paint ceilings 8m2

Prepare and paint walls 30m2

All amounts shown are exclusive of GST.

**Plumber****External**

Remove and replace airconditioner shroud cover to split system

All amounts shown are exclusive of GST.

**Roofer****Main Roof**

Remove and replace damage polycarbonate sheeting

Materials: polycarbonate sheets, fixings, consumables

All amounts shown are exclusive of GST.

**Scaffolding/Access Equipment****Scaffolding**

Mobile Scaffold

All amounts shown are exclusive of GST.

**Total**

Sub Total	\$12,057.78
GST	\$1,205.79
<b>Total AUD</b>	<b>\$13,263.57</b>

Hi Sustaine Electrical & Solar,

You have been assigned a new work order.

Please see the **REPAIR** Purchase Order details as per attached work order. If you cannot complete this job, please don't respond by email, but could you please call us to advise so we can re-allocate – [1300 755 455](tel:1300755455).

You may also email [repairs@etsaus.com.au](mailto:repairs@etsaus.com.au) for further clarification or concerns.

If further works are required on site that are outside of your scope, please call ETS so we can confirm to proceed or we will arrange the relevant trade if it is outside of your expertise.

**On Completion of repairs please supply the following. These are required within 24 hours of work completion:**

- Invoice (including breakdown of labour and material cost)

- Photos (ETS requires a minimum of 3 before and 3 after photos)
- **Customer Satisfaction Form – Site Contact Sign-Off Required**  
Submission of this form, duly signed by the site contact, is a mandatory prerequisite for invoice processing and payment.

**SITE CLEANLINESS:** It is the Subcontractors responsibility to supply and lay drop sheet protection to floor coverings and furniture where required in preparation for repairs. Remove upon completion of works, including all work-related debris, leaving the site clean and tidy.

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**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.