

# Purchase Order

P.O. No: 20173719-50

**This Purchase Order, together with the General Conditions and Supplier Manual, sets out the Subcontract agreement between the Builder and Subcontractor. Once accepted, the Subcontract governs the general terms and conditions, trade and safety requirements for the Works.**

**Site Address:** 151 Warriewood Street Chandler QLD 4155

**Commencement date:** Apr 16, 2025, 7:00:00 AM      **Completion date:** Apr 16, 2025, 4:00:00 PM

**Notes:** Hey guys please see p.os for for carpet supply and install

Thanks so much. Zoran we said Wednesday the 16/4 didn't we ?

Thanks legends

**PROVISIONAL SUM:** This order relates to a Provisional Sum Item/s. Break up of Invoice: Please ensure your invoice is broken into Materials and Labour components before uploading to the Ambrose Supplier Portal.

If you are completing additional works at this address and have been given a separate purchase order please ensure you submit a Tax Invoice for each purchase order. Do not combine the purchase order items onto one invoice.

SUBCONTRACTOR DETAILS

Trading Name: A TO Z FLOORING SOLUTIONS  
Address: 133 Redland Bay Road Capalaba QLD 4157  
ABN: 74658650821  
Phone: 0731100077  
Email: [builders@atozflooringsolutions.com.au](mailto:builders@atozflooringsolutions.com.au)

SUPERVISOR DETAILS

Name: Jackson Peters  
Mobile: 0447012125  
Email: [jackson.peters@ambroseconstruct.com.au](mailto:jackson.peters@ambroseconstruct.com.au)

BEST CONTACT DETAILS

Decision Maker: adrain test  
Contact Type: Insured Owner 1  
Email: [test@bigpond.com](mailto:test@bigpond.com)  
Mobile: 0407777777  
Home: 0737777777  
Work: 0408749431

JOB DETAILS


Job Number: 20173719  
Job Type: Residential  
PO Sent Date: Apr 10, 2025, 8:39:01 AM  
Payment Terms: 14 days from submission of Invoice subject to approval.  
Site Address: 42 watcombe Street Chandler QLD 4155  
Insurer: Suncorp  
Insured Owner: Adrian test  
Authorised Contact: Beverley Peden Weir  
Authorised Contact #: (H) 777777 37 (M) 0409483445  
Occupant  
Contact:  
Property Manager:  
Real Estate Contact Details:

Description of the Works	Quantity	Unit
Bedroom 2	3.69L x 4.3W x H	
Carpet – Supply of 100% wool twist carpet very high end - PC Allowance - \$45m2	15.87	M2
Bedroom 1	5.99L x 3.61W x H	
Carpet – Supply of 100% wool twist carpet very high end - PC Allowance - \$45m2	21.62	M2
Bedroom 4	3.13L x 3.59W x H	
Carpet – Supply of 100% wool twist carpet very high end - PC Allowance - \$45m2	11.24	M2
Bedroom 3	3.08L x 3.79W x H	
Carpet – Supply of 100% wool twist carpet very high end - PC Allowance - \$45m2	11.67	M2

TOTAL Purchase Order Price (ex GST) \$2,718.00

### IMPORTANT - Purchase Order (Invoice) Breakdown

Please show a breakdown between labour and materials on the invoice, including a clear description of works completed.

 **Please note**, the below has been provided as an example only. Please adjust the break down on your invoice to reflect the correct labour and material split to match the total Purchase Order value.

Trade Type	Labour / Materials	Value
Floor Covering	Materials	\$2,718.00

*Defect Liability - Refer to clause 6 (Defects) of the Subcontract agreement*

**Issued by:** Jackson Peters (W) (M) 0447012125 (E) [jackson.peters@ambroseconstruct.com.au](mailto:jackson.peters@ambroseconstruct.com.au)

**Date/Time/Milestone that a Progress Claim may be submitted:** \_\_\_\_\_ (if left blank, the Subcontractor may issue a Progress Claim on the Works achieving Completion). The Subcontractor must submit its Progress Claim via the Supplier Portal. The Subcontractor must not submit its Progress Claim to the Supervisor. Any enquiries must be emailed to: [accountspayable@ambroseconstruct.com.au](mailto:accountspayable@ambroseconstruct.com.au).

**Please note**, if the Works cannot be carried out as per the Purchase Order Price please contact the Ambrose Construct Group Pty Ltd Supervisor.

The Builder will not be liable to pay to the Subcontractor:

1. any amounts claimed by the Subcontractor above the Purchase Order Price; nor
2. any amounts relating to work which goes beyond the scope of the Works set out in this Purchase Order, unless Ambrose Construct Group Pty Ltd has agreed to such variations strictly in accordance with the Supplier Manual, Purchase Order General Conditions.

**EXTRA DOCUMENTS MAY BE REQUIRED AT THE TIME OF SUBMITTING THE SUBCONTRACTOR'S PROGRESS CLAIM (INVOICE) IF THE WORKS THE SUBCONTRACTOR HAS COMPLETED RELATE TO ANY OF THE FOLLOWING:**

**ALL Make safes:** Require a report with before and after images – the report should be accessible via Tradies Web.

**Specialist report:** If we've engaged the Subcontractor to report on a certain item we require the report outlining the findings including images

**Installation of termite management/protection systems:** Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval

**Waterproofing:** Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval. Waterproofing Report to be completed via Tradies Web.

**Showerscreens - new:** Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval

**Windows - new** (not just glazed): Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval

**Hot Water System:** Form 4 required for any installation, replacement or removal of HWS

**Asbestos:** Progress Claim (Invoice) needs to state m2 removed. If removal is over 10m2 the following documents are required:

- Safe work method statement
- Asbestos removal control plan
- Form 65
- Waste transport certificate
- and if we engaged the Subcontractor for it; a Clearance certificate also

**Any modification or installation of new gas:** Gas Compliance Certificate

**New appliances installed** (AC, ovens, rangehoods etc): Warranty certificate stating the manufacturers details, installers details, site address, installation date, item description, serial and model numbers.

**Replacement of Solar Panels:** Warranty Certificate, or details including Warranty Term, Panel Type and Serial Number. If replacing the Solar Inverter, Warranty Certificate to be provided stating the manufacturers details, installers details, site address, installation date, item description, serial and model numbers.

**Electrical – Mega testing:** We require the mega testing results showing the outcome of the items tested.

**Electrical Safety Advice:** We require a copy of the Electrical Safety Advice

**Installation of Energy Efficiency measures:** Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval.

**Installation of smoke alarms:** Form 12 to be provided for works requiring Building Approval, Compliance Certificate to be provided for works not requiring Building Approval.

**Roofing:** Form 43 is to be provided for roofing works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval

- Invoices must state roofing quantities (m2, lm)

- Ambrose Construct Group metal roofing completion report needs to be completed via Tradies Web.

- Completion photos must be provided where roof sheeting or roof tiles have been replaced

**Restoration/Sanitization:** If drying has occurred we require a Moisture certificate stating the moisture levels on completion. If mould remediation has occurred, the certificate needs to state what chemicals have been used and where. Report and photos (showing equipment installed etc)

**Scaffolding/Edge:** Photos showing scaffold/edge protection erected, clear photo of the Scaff tag and Handover Certificate, Progress Claim (Invoice) must state m2/lm.

**Installation of Dust Screens/Floor Protection:** Images of the dust screens or floor protection installed must be provided

**Stairs/Balustrading:** Form 43 to be provided for works requiring Building Approval, Form 30 to be provided for works not requiring Building Approval.

**IMPORTANT NOTICE WHEN PROVIDING THE PROGRESS CLAIM (INVOICE)**

The Subcontractor should note its obligations under Clause 4.3 of Schedule 5 of the Period Subcontract Agreement entered into between the Builder and the Subcontractor.

Clause 4.3 of Schedule 5 of the Period Subcontract Agreement states:

*"A Progress Claim must contain:*

- a. details of the work and the value of that work at the Agreed Rates carried out by the Subcontractor up to and including the date the Subcontractor submits its claim;*
- b. a Supporting Statement as may be required under the Security of Payment Law;*
- c. any such other information as required under the Security of Payment Law; and*
- d. such other information as the Builder may reasonably require, including if requested by the Builder, a signed statutory declaration that all Subcontractors, contractors and employees have been paid all amounts due in respect of the Works to the date of the Progress Claim."*

Pursuant to clause 4.3(d) of the Period Subcontract Agreement, the Subcontractor is directed to ensure all of the following information (where relevant) is included with its Progress Claim (invoice):

1. Job Number and Site Address as stated on the Purchase Order;
2. invoice addressed to "Ambrose Construct Group Pty Ltd";
3. a full description of the work that has been performed;
4. an itemised breakdown between the labour and materials;
5. where the invoice amount exceeds the Purchase Order Price, provide reasons as to why this amount should be paid, including any variations approved by Ambrose in writing pursuant to clause 5.5 of the Period Subcontract Agreement;
6. where roofing work has been performed, the m<sup>2</sup> roofing supplied; and
7. where the claim is a final Progress Claim on completion of the Works:
  - a. supporting reports and photographs taken of the works performed or goods and services provided; and
  - b. copies of relevant tests or certifications (Form 16) relevant to the Works.

In accepting this Purchase Order, the Subcontractor acknowledge that the above information is reasonably required by the Builder to identify the construction work or related goods and services to which the Progress Claim (invoice) relates and to assess the value of the Subcontractor's claim.

**FAILURE TO PROVIDE THE ABOVE INFORMATION MAY RESULT IN ALL OR PART OF THE SUBCONTRACTOR'S PROGRESS CLAIM BEING DECLINED**

**Please submit the Subcontractor's Progress Claim (Invoice) via Tradies Admin or if you have any enquiries please email [accountspayable@ambroseconstruct.com.au](mailto:accountspayable@ambroseconstruct.com.au).**

**Do not email the Subcontractor's Progress Claim (Invoice) to the Supervisor.**

**Please refer to the Extra Documents page of this PO which provides details of any additional documents which might be required to be provided with the Subcontractor's Progress Claim (Invoice).**

## Ambrose Construct Group

Ambrose Construct Group Pty Ltd • ABN: 35 131 176 102 • [www.ambroseconstruct.com.au](http://www.ambroseconstruct.com.au)

QLD: 1143562. NSW: 232618C. ACT: 2020146. VIC: CCB-U 74889 CDB-U 74888. SA: BLD 323607. WA: BC104452. NT: 352884CU. Tas: 999869951.