

Completion Certificate

For: SB Glass and Glazing

Client Details

Clients Name: Mrs Carol Sykes
Incident Address: 332 Doorbell Dr
 Wangi Wangi NSW 2267

Maincom Details

Work Order Number: 25635
Our Reference: NCC1722
Date printed: Monday, 21 January, 2013
Supervisor: Paul Storey

Scope of Works - Acknowledgement of Completion (To be signed by the client unless agreed otherwise with assigned supervisor)

Scope of Works	Materials		Labour	
	QTY	UNIT	QTY	UNIT
Dwelling 1. External Other External Vivid blind,safety and security screen Aluminium louvre screens Approximate 3m x 3.2m Replace to match existing	1.00	Each	20.00	HR

I, _____ certify that the above works have been completed.

Signed: _____ **Date:** _____

Payment Terms:

- Payment in full will be made in accordance with [Maincom Services Pty Ltd] Payment terms and conditions upon [Maincom Services Pty Ltd] receiving a completed copy of the completion certificate, signed Subcontractor WHS Statement and a legitimate Tax Invoice.
- [Maincom Services Pty Ltd] will not process any request for payment unless all three documents have been completed in full.
- If the client is not available to sign the completion certificate it is the contractor's obligation to contact [Maincom Services Pty Ltd] and arrange for the supervisor to sign off on behalf of the home owner.
- You may only submit an invoice for work documented and the price noted on this work order or lesser. Any variance must be advised to the supervisor to issue a new Work Order.