

Work Order

Work Order Date: 21/1/2013

Work Order: 25635

For: SB Glass and Glazing

("Subcontractor")

Client Details	Maincom Details
Client Reference: H010201408 Clients Name: Mrs Carol Sykes Incident Address: 332 Doorbell Dr Wangi Wangi NSW 2267 Contact Numbers: Phone: 02 4975 5480 Mobile: 0400 272 803	Our Reference: NCC1722 Supervisor: Paul Storey Telephone: 0433 775 810 Fax: 1300 342 358 Email: paul.storey@maincom.net

ORDER DETAILS									
Start Date: 26/11/2012		Completion Date: 31/01/2013		Materials		Labour			
Scope of Works ('Works') The Subcontractor is to carry out the following works and everything else incidental to those works or which can be inferred from those works, including the supply of all equipment and materials, and the carrying out of all obligations which may be reasonable and necessary to bring about the contractual result, are called 'the Works' Dwelling 1. External Other External Vivid blind,safety and security screen Aluminium louvre screens Approximate 3m x 3.2m Replace to match existing				QTY	UNIT	TOTAL	QTY	UNIT	TOTAL
				1.00	Each	3,400.00	20.00	HR	900.00
Please ensure your invoice is broken up in hours and amounts as per this work order ➡					\$3,400.00		\$900.00		
Grand Total (GST Inc)							\$4,730.00		

Special Conditions:

please call the insured asap and arrange works

Work Order

The Subcontractor agrees, acknowledges and represents that:

1. By agreeing to undertake the works the subject of this Work Order, the Subcontractor agrees and acknowledges that this Work Order together with the Work Order Conditions previously accepted by the Subcontractor form the terms and conditions on which the Subcontractor is engaged by Maincom Services to carry out the works the subject of this Work Order; and
2. is bound by the Work Order Conditions which are incorporated into this Work Order as though repeated in this Work Order and the particulars below constitute the Order Details as referred to in Work Order Terms and Conditions.
3. The below Work Order dates are binding and any variance to these dates must be communicated to the relevant Supervisor as per this Work Order.

ORDER DETAILS

Clause 5	Subcontractor has Design responsibility: Yes / No
Clause 8	RRate of Liquidated Damages:\$ /calendar day
Clause 9	Defects Liability Period: 1 month
Clause 10	When claim(s) to be made - Upon Completion of the Works and to the satisfaction of Maincom. Time of Payment: 30 days Bi-Monthly from the 15th or last day of the month in which the claim for payment is made.
Clause 11	Retention to be held: Yes / No If yes, Percentage of Retention: 10% of each payment claim up to a maximum of 5% of the Subcontract Sum Retention to be released at Completion: 50% of the amount held

Insurance details	Type	Policy No.	Expiry date
Clause 13	Public Liability	15T1841353	31-Jul-2013
Clause 13	Workers Compensation	WC503379157	01-Oct-2013
Clause 13	Licence Number	241543C	25/10/2014 12:00:00AM



Subcontractor WHS Statement

For the purpose of this Statement a "subcontractor" is a person (or other legal entity) that has entered into a contract with a "principal contractor" to carry out work.

This Statement must be signed by a "subcontractor" (or person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) where the "subcontractor" has performed contract works and has complied with the WHS obligations in performing the works. The signed Statement is to be submitted to along with final Tax Invoice for payment.

SUBCONTRACTOR'S STATEMENT

Subcontractor: SB Glass and Glazing

ABN: 27 710529138

Contract number/identifier: 25635 / NCC1722

This Statement applies for work between: 26/11/2012 and 31/01/2013 Inclusive

Subject of payment claim dated: ____/____/____

I, _____ a Director or a person authorised by the Subcontractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters which are contained in this Subcontractor's WHS Statement and declare the following to the best of my knowledge and belief:

- (a) The above mentioned Subcontractor has performed a Site Risk Assessment prior to commencing the works and has identified and addressed and/or eliminated all the risks prior to commencement of any works.
- (b) All workers have been made aware of all the risks and procedure of works to be performed via toolbox talks.
- (c) All workers have followed the Maincom Services site safety rules at all times.
- (d) Site Specific Safe Work Method Statements (SWMS) have been signed and dated by all workers and a copy of signed SWMS kept on site during works.
- (e) Relevant Safety Data Sheets were readily available on site and Hazardous Chemicals/Substances register kept up to date.
- (f) Tools and Equipment inspected and electrical equipment tagged.
- (g) All workers had the required PPE (safety boots, gloves, glasses etc) to perform the works.
- (h) Any incident or near miss relating to this job was reported straight away to the Supervisor as highlighted on this relevant Work Order.

Signature: _____ Full Name: _____

Position/Title: _____ Date: _____

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
Dwelling

- External Other
 External Vivid blind,safety and security screen Aluminium
 louvre screens Approximate 3m x 3.2m
 Replace to match existing

Materials		Labour	
QTY	UNIT	QTY	UNIT
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.