The Surry
3 Budd Street
Surry Hills, New South Wales 2010

WORK ORDER #: 5

26/06/2023 12:56 PM

Authorized By	Issued To
BME Group Shop 107/8 Nuvolari Place Wentworth Point, New South Wales 2127	**APPROVED - All Doors NSW** New South Wales 0417 975 669

Job Location

The Surry
3 Budd Street
Surry Hills, New South Wales 2010

Nathan John Campbell
nathan.campbell@bmegroup.com.au
(C) 0406 898 288

Job Details

Work to be Done:
Install Brushes on Garage Door

Access Instructions:
- Key 1920 Key for Front Door (to access Lock Box)
- 2637 for Lock Box

Please Call Nathan (0406 898 288) prior to arrival.

Terms and Conditions

The Surry

Work Order Terms & Conditions
By accepting this work and proceeding accordingly, the contractor, company or recipient agrees and understands the below requirements entirely, which has been set on behalf of the Strata Plans Owners Corporation.
Booking in Work Order
The contractor acknowledges and agrees that all appropriate parties must be consulted before attending site. This includes the tenant, agent, owner or visitor. Building Management MUST be informed 24 hours prior attending site, ensuring you inform us of what day and time you will be attending. Failure to do say may result in you being declined access.
Expenditure Limit
The contractor acknowledges and agrees that there is an expenditure limit of $1,000.00 Plus GST on any work completed in accordance with this work order. Any and all work exceeding the threshold must be in writing prior to work commencing. If you do not have written approval prior to exceeding the threshold, your invoice may be declined entirely.
Work Health & Safety Requirements
The contractor acknowledges and agrees that they must take every reasonable step to ensure their safety and the safety of others will be taken onsite. Contractors also have a duty as workers under the WHS Act. A contractor must take reasonable care for their own health and safety. They must ensure their acts do not negatively affect the health and safety of others. Health and safety duty holders including a person conducting a business, as defined by the WHS Act, must:
• Consider safety in planning and developing projects.
• Demonstrate an effective work health and safety (WHS) management system.
• Consult with us about WHS risks and risk management.
• Comply with contract specific WHS requirements.
• Understand failure to achieve WHS standards can result in ending the contracted services.
• Appoint people responsible for managing contractor activities.
• Identify processes to deal with safety issues during the contract.
Invoice Requirements
The contractor acknowledges and agrees that all requirements below are to be included in or with your final invoice. Failure to do so may result in your invoice being declined. Contractors final invoice is to include:
1. Before & after photos of work completed.
2. Scope of works displayed clearly.
3. Break down of costs allocated clearly with the scope of works.
4. Warranty period of work completed clearly outlined.
5. Strata Plan or building reference displayed clearly.
6. Work order number displayed clearly.
7. Building address displayed clearly
Billing Address & Details
The contractor acknowledges and agrees that each invoice must include the correct work order number as well as a clear description of the work carried out. All invoices must be sent to Building Management for approval, failure to do so may result in your invoice being declined.
Payment Disclaimer
The contractor acknowledges and agrees that this work order has been generated by BME Group on behalf of the Strata Plans Owners Corporation. The contractor releases BME Group from any liability regarding payment for any work in accordance with this work order and any related work.