Issued for and on behalf of:
Plan 64595
Care of Macarthur Strata
ABN: 50 092 306 780
PO Box 205
NARELLAN NSW 2567
Ph: 02 4647 2400 Fax: 02 4646 1234
sandy@macarthurstrata.com.au

WORK ORDER

All Invoices to be sent to:
Strata Plan No 64595
invoices-quotes@macarthurstrata.com.au

Work Order No	50918
Issued Date	03/10/2024
Expected Completion	24/10/2024

Attention to:

Contractor Name	All Doors (NSW) Pty Ltd	**Tel:**	
and address	125 Denham Court Road	**Fax:**	
	DENHAM COURT NSW	**Mob:**	0417 975 669
		Email	sales@alldoorsnsw.com.au
Contact	Jayme	**ABN:**	96128338643
Public Liability	01/05/2025	**Lic#**	

Please undertake the following work at **51 Trafalgar Street GLENFIELD NSW 2167**

Contact on site: Kylie Hawes andrew callan, Lot 5.

Job Summary: WO Roller door motor LOT 5

Job Details: Please go ahead with quote 1558 to replace the roller door motor

Tenant is Jacqueline 0408 005 116.

Special Instructions:

If a contact is noted on the Work Order please contact them in a timely manner to arrange access and/or let them know you have the work order.

Terms:

We recommend that you take and store before and after photos of the your work in the event that they are needed.

PLEASE NOTE:

- If you have any further questions please contact the creator of this Quote, terrene@macarthurstrata.com.au or the Strata Manager, Sandy Pacey on sandy@macarthurstrata.com.au.
- Your services are engaged by the plan and not directly by this office. We arrange works on their behalf.
- Any changes in the scope of this work order not coming from this office should be discussed with the Strata Manager.
- If you are unable to carry out this job, please let our office know as soon as possibe.
- All contractors are required to provide copies of current liability insurances and any required licences after renewal each year.

Please email all invoices/quotes to invoices-quotes@macarthurstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

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This Work Order or Quotation request is issued under delegated authority on behalf of the Owners Corporation. If you do not agree with the following conditions of acceptance of this work order, then DO NOT COMPLETE this work and contact the issuer immediately. By acceptance of this work order you the contractor warrants and accepts that you:

1. Acknowledge and confirm that you will have control of the workplace. You are the principal contractor.
2. Acknowledge and certify that you hold all relevant and required current insurances including, but not limited to, Public Liability and Workers Compensation Insurance, and Licences to perform the requested works.
3. If you do not have the Liability and Workers Compensation Insurance, and Licences to perform the requested works. If you do not have the appropriate insurances, licences and Work Health and Safety qualifications then DO NOT COMPLETE this work and contact the issuer immediately.
4. Acknowledge that in the event that you fail to hold any of the required documentation or qualifications and you do carry out these works, you will, where appropriate personally or as a Board and Directors and as a Director, indemnify and hold harmless the Owners Corporation and Macarthur Strata Pty Ltd, its employees and officers from any Claim.
5. Acknowledge that at no time has Macarthur Strata Pty Ltd in its corporate capacity contracted you to perform any work for it. Accordingly, you acknowledge that you have no claim against Macarthur Strata Pty Ltd.
6. Certify that all persons (including the contractor, employees of the contractor and subcontractors) engaging in any work pursuant to this order have current Work Health & Safety qualifications and insurances that are appropriate for the work being undertaken.
7. Understand that all contractors/service providers are required to familiarise themselves with the application of Work Health and Safety legislation, specifically the WHS Act 2011 which came into effect from 1 January 2012. It is expected that you will comply with all Work Health & Safety Legislation and any applicable Codes of Practices as your safety, the safety of any workers and the safety of the public is a priority and that a Safe Work Method Statements must be completed before works are carried out.
8. Will, in the event that this is a Work Order and the work is expected to exceed $660.00, contact the sender to seek prior approval before proceeding unless previously approved.
9. Accept the payment conditions outlined below.

The Design and Building Practitioners ACT and Regulation
All contractors are required to adhere to the requirements of legislation. This includes requirements of the design and building practitioners act and regulation. Contractors are requested to submit proof of compliance with requirements when submitting invoice for payment. Should works be exempt from such requirements, contractors are required to reference the relevant exemption clause from the regulation (pursuant to clause 13 of the design and building practitioners regulation). A copy of the clause can be viewed via the following link - https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0152#sec.13. Failure to adhere to this request may result in delays in payment.

The minimum expectations of contractors visiting a site are:

- Contractors - they will validate and ensure they uphold the same standards for health and safety;
- Heights - they will always use fall prevention techniques where there is a risk of falling;
- Asbestos - they can only work with asbestos under approved and exceptional circumstances;
- Emergency response - they will always know and understand what they need to do in the event of an emergency;
- Risk assessment and job planning - they know what can go wrong on every job and have done what they need to do to stop it happening;
- Tools and equipment - they will only use the correct tools for the job and will inspect them to ensure they are safe to use;
- Isolation - Before starting work they will ensure all energy sources have been isolated and de-energised;
- Housekeeping - they will ensure that good housekeeping practices are maintained to minimise the risk of injury ("A place for everything and everything in its place");
- Manual handling - they will assess manual handling risks and where possible use mechanical aids or seek assistance prior to performing manual handling tasks;
- Training and competency - they commit to not operating equipment they am not trained for and will speak up if requested to perform a task that they are not competent to do.

PAYMENT CONDITIONS:
Invoicing Instructions: If this information is not supplied or clear, your invoice may be rejected.
To help ensure the efficient processing of your invoice, please ensure the following information is provided in your documentation that must be emailed to invoices-quotes@macarthurstrata.com.au and include the following information;

- Strata Plan Number
- Property Address
- Work Order Number
- Invoice Number
- Invoice Date
- Safe Work Method Statement
- Proof of compliance with the design and building practitioners act and regulation
- Your Company details including your name, mailing address, number and ABN Number
- The words “Tax Invoice” where GST Applies - A description of the service provided

Payments are estimated to take no less than 28 days to process.