

SUBCONTRACTOR INFORMATION

Please ensure you complete the following checklist before returning paperwork to our office for processing. Thankyou

CHECKLIST ✓

- Clear Copies of Certificates of Currency for all Insurances
- Clear Copies of Licences, Tickets, etc.

Pty Ltd Co <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Trust <input type="checkbox"/>	Individual <input type="checkbox"/>
Legal Name:				
Trading Name:				
ABN:		ACN:		
Business Address:				
Postal Address:				
Tel:		Mobile:		Other:
Accounts Email:				
Next of kin:			Contact Number:	
Bank Details	Bank:		Account No.:	
	Account Name:		BSB No:	

Insurances: (Please provide clear copies of Certificates of Currency)			
Public Liability Cover:	Policy No:	Insured Amount:	Expiry Date:
WorkCover Insurer:	Policy No:	Insured Amount:	Expiry Date:
Plant & Equipment:	Policy No:	Insured Amount:	Expiry Date:
Personal Accident:	Policy No:	Insured Amount:	Expiry Date:
Other:	Policy No:	Insured Amount:	Expiry Date:

Operator Details: (Please provide clear copies of licence, Tickets and Blue Card)		
Name:	Contact No:	
Driver's Licence No.:	Licence Type:	Expiry:
Ticket(s) Type:	Blue Card No.:	
Ticket(s) No.:	Other:	
2nd Operator Details: (Please provide clear copies of licence, Tickets and Blue Card)		
Name:	Contact No:	
Driver's Licence No.:	Licence Type:	Expiry:
Ticket(s) Type:	Blue Card No.:	
Ticket(s) No.:	Other:	

3rd Operator Details: (Please provide clear copies of licence, Tickets and Blue Card)		
Name:	Contact No:	
Driver's Licence No.:	Licence Type:	Expiry:
Ticket(s) Type:	Blue Card No.:	
Ticket(s) No.:	Other:	

Equipment 1	
Machine Type:	
Make:	Model:
Rego:	Engine No.:
Height:	Width:
Attachments (Include size/load capacity):	

Equipment 2	
Machine Type:	
Make:	Model:
Rego:	Engine No.:
Height:	Width:
Attachments (Include size/load capacity):	

Equipment 3	
Machine Type:	
Make:	Model:
Rego:	Engine No.:
Height:	Width:
Attachments (Include size/load capacity):	

Privacy statement

The above information is intended for internal use only and will not be distributed to other parties unless authorisation is granted in writing from you.

COMMISSION RATES

We now offer our subbies the choice of 2 commission rates:

- 15% which includes a "bad debt" safety net meaning a % of that commission is put aside in case of not obtaining payment from customer in a reasonable amount of time.
- 12% does not include the "bad debt" safety net.

To change we must be given 7 days' notice and in writing.

Please detach below form and send in with paperwork.

✂-----

COMMISSION RATES

Please choose from one of the following commission rates:

I, (Company name) choose the following

Commission rate.

15% - *this will include "bad debts" safety net.*

12% - *this will not include "bad debts" safety net.*

Name:.....

Signature:.....

Date:.....

The majority of our customers are on 30 day end of month trading terms therefore we aim to pay our subcontractors within 2 weeks after the customer's payment date.

How to fill out our docket book:

1. Fill out all relevant information. i.e. customer, job address, description of job, etc.
2. Clearly state machine used, hours & any attachments used.
3. Dump loads are to be written down and tip site noted. If a tip docket is given to you please staple to white docket.
4. Get customer to sign docket and hand to customer the yellow page copy.
5. Hand into the office the white & pink copies.
6. You may email clear scanned copies of your job dockets to accounts@eltoroeearthmoving.com.au
7. If you are unsure please call the office 3385 5116.

IMPORTANT

- All dockets & invoices are to be in our office **no later than the 3rd day of the following month.**
- Late dockets & invoices will be paid the following month.
- Dockets & invoices are to be handed in weekly.
- Cash on delivery (COD) jobs are urgent and need to be in the office ASAP.**