



ABN: 32 079 993 187
PO Box 72
Strawberry Hills NSW 2012

L6, 241 Commonwealth St
Surry Hills NSW 2010
Phone: 02 9266 2600
Fax: 02 9266 2699

www.stratatitle.com.au

PREQUALIFICATION AGREEMENT

1.0 TRADES/SERVICE PROVIDERS

1.1 *Calling Client on Approach*

It is a requirement of STMG that their client be contacted to arrange a suitable time for work to be carried out.

1.2 *Work Order Completion*

It is a requirement that your organisation advise STMG of the completion of work within one working day quoting the work order number.

1.3 *Quotation Procedure*

1. STMG to be informed of progress or difficulties in quoting;
2. Quotation validation periods need to be clearly defined on response forms.

1.4 *Invoicing of both Responsive Maintenance and Regular Contract Work*

It is important to both STMG and the customer, that there is a minimum delay between the carrying out of the service and payment of invoices. Delayed billing causes unpredictable fluctuations that can make business planning and budgeting more difficult. Invoices must be despatched to STMG as soon as possible after the service has been carried out. Our goal is 20 working days after the work has been completed. Faxed copies followed by mailed originals will be accepted. STMG reserves the right not to pay invoices received more than six (6) weeks after completion of the work;

All invoices are to be addressed to the Owners Corporation of the strata plan and not to STMG.

Relevant Work Order Number(s) must be quoted on all invoices. All invoices must be accompanied by an original (or copy) of the STMG Work Order. All invoices received that do not quote a work order number will be returned;

It is a requirement of our agreement with STMG that our members supply itemised details of all jobs. Except where specifically agreed otherwise (for example a fixed price), invoices shall be itemised showing a full breakdown of all charges including labour (time x hourly rate), materials (item, number x unit price), and travel (distance x hourly rate). Invoices not itemised may be returned and not paid until corrected;

All invoices will be scrutinised for accuracy and validity by STMG. Inaccurate or invalid invoices will not be paid and may jeopardise your suitability for future work;

STMG Work Order Numbers have limited life and can only be invoiced once. Subsequent invoices quoting the same Work Order Number will not be processed and will be returned;



Depending upon the terms of STMG's contract with their customer, they may be unable to authorise work over a particular dollar value e.g. \$500.00. Each Work Order forwarded to the trader and/or service provider will specify a "job limit" dollar value. This limit is not to be exceeded, unless authority is obtained in advance from STMG. STMG's maximum liability on any such job will be the value detailed on the STMG Work Order. In the event that authorisation is not obtained in advance from STMG, no more than the detailed job limit value on any job will be paid.

It is your responsibility to be aware of this limit and seek authorisation if there is any likelihood of a job exceeding the detailed limit. In seeking such authorisation, a written report is to be faxed to the STMG office stating:

- The nature of the problem;
- What action needs to be taken ; and
- Estimated total cost of repairs.

The only exception to this is an emergency situation where the requirement is to make safe and report immediately to STMG.

To enable STMG to report to their customer on the progress and status of jobs it is important that the lower section of the STMG work order is completed by the trade and/or service provider and faxed back to the STMG office as soon as practicable upon the completion at the latest. STMG reserves the right not to pay for the work where they are not notified promptly of completion;

1.5 Invoicing of Regular planned Maintenance

Subcontractors providing Planned Maintenance services will be provided with a contract number and a list of customer sites (both site numbers and site names). The trade and/or service provider will be provided with a Planned Maintenance Work Order approximately ten (10) days prior to the scheduled date of service delivery.

It is important that the lower section of the STMG Work Order is completed by the Site representative and Subcontractor and faxed back to the STMG office upon the completion of the Planned Maintenance job. This shall be within one working day of completion at the latest. STMG reserves the right not to pay for Planned Maintenance jobs where they are not notified promptly of completion.

It is essential for the Work Order number, job price, site name and site number for each job is included on all invoices.



2.0 PREQUALIFICATION AGREEMENT FORM

(To be completed by the trade and/or service provider's organisation/s)

This agreement is between STMG and

1. CONTACT DETAILS

Business name

Main Skill *(i.e. Electrical)*.....

Contact name/s

Structure *(i.e. P/L, Limited, Partnership, Sole trader)*

Street Address

Suburb

City

State _____

Post Code _____

Postal Address

Suburb

City

State _____

Post Code _____



B/H Phone Number (___) _____ - _____
A/H Phone Number (___) _____ - _____
Emergency Number (___) _____ - _____
Mobile _____ - _____ - _____
Pager
E-mail
Web site

Essential:

Bank Name:
BSB Number
Account Number
ACN
ABN

Please tick the appropriate box.

2. **PUBLIC LIABILITY** Yes No
Please supply a copy of the current insurance policy.
3. **SICKNESS & ACCIDENT INSURANCE** (Where applicable) Yes No
Please provide a copy of the current Insurance policy.
4. **PROFESSIONAL INDEMNITY INSURANCE** (Where applicable) Yes No
Please provide a copy of the current Insurance policy.
5. **WORKERS COMPENSATION** Yes No
Please provide a copy of the current Insurance policy.



6. TRADE LICENSE Yes No

Please provide a copy of the current Trade License.

7. OCCUPATIONAL HEALTH AND SAFETY Yes No

In accordance with the OH&S Act 2000 and OH&S Regulations 2001, service providers are required to implement a safe work management system to meet their "Duty of care" obligations to employees, contractors and the public in general. It is an offence in most states if the various OH&S Acts are not enforced or such not implemented. A major requirement of STMG is to provide essential information in relation to this section of the application form.

A. Are you and your employees or contractors aware of the various OH&S Acts and Regulations? Yes No

B. Does this safe work system comply with the relevant OH&S Acts? Yes No

C. Do you hold a general Workcover induction card or equivalent? Yes No
(If yes, please provide a current copy)

D. Do your employees or contractors hold a general Workcover induction card or equivalent? Yes No
(If yes, please provide a current copy)

8. LABOUR RATES

A. Are you registered for G.S.T? Yes No

B. Hourly rate to cover servicing Monday – Friday, 0700 – 1630 *(excluding Public Holidays)* \$

C. Hourly rate to cover servicing outside standard hours and for weekends and public holidays \$

E. Minimum standard hours call out rate \$

F. Minimum after hours call-out rate \$



9. TRAVEL

A. Travelling time, including chargeable labour, to be assessed as follows:

0-30mins = \$..... per hour

30 mins plus = \$..... per hour

10. COMPANY PROFILE

Areas of expertise

.....
.....
.....
.....
.....

Capabilities

.....
.....
.....
.....
.....

Staffing levels

.....
.....
.....
.....
.....
.....

Length of time in
Business

.....
.....



11. **REGISTRATION COMMENCEMENT DATE** *(Office Use Only)*

Date:

12. **TERM OF PRE-QUALIFICATION AGREEMENT** *(Office Use Only)*

Period:

13. **ADDITIONAL NOTES**

.....

.....

.....

.....

.....

