



Subcontractor Agreement.

Buildsurance has several large contracts with major insurance companies, council projects, local Government, QBSA QLD as well as Public Work NSW. Due to all the various kinds of repairs we manage, we are seeking quality trades people to help throughout our busier periods on a Subcontracting Agreement.

We invite you to read the information we have provided and present us with an expression of interest replying to this email.

We have included our general code of conduct and guidelines for your information. If you feel you and /or your business operate under the same work ethics and safety standards we do and you would like to work with us, please fill-in and sign the enclosed sub-contractor agreement and forward it to us with a copy of your ID, Contractors License and business insurances that we can record your interest for a place on our panel of preferred trade partners.

If you have any enquires or need assistance with this agreement please contact Steven Di Salvo on 02 9987 1720.

Kind Regards,

Steven Di Salvo
NSW Operations Manager

All information contained within this document, which relates to Buildsurance and its partners (including but not limited to its functions, policies, procedures, decisions, officers, employees, agents, clients and all financial matters) shall be kept absolutely confidential. All members, staff and their representatives shall not communicate, release or permit the communication of any information or data provided, collected or developed for the purposes of or in connection with this proposal.

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Code of Conduct – Site Staff

Buildsurance aims to provide a high quality service along with equitable standards for all our customers. Employees and Subcontractors engaged by Buildsurance agree to:

- Unless written notification is provided within 72 hours the "Work Request" is deemed as an 'accepted binding contract' between your firm and Buildsurance.
- Client to be contacted within 24 hrs of allocation and work to commence within 14 days unless pre-agreed.
- Wear clothing that is clean and appropriate for the work they are doing including wearing protective equipment as it is required.
- Use drop sheets or coverings to protect the customers' carpets and contents.
- All work to be carried out must adhere to Buildsurance service level and comply with current building code of Australia, Australian Standards and local government requirements.
- Abide by all Buildsurance Workplace Health and Safety Policies and Procedures; Safety equipment to be used by tradesman as and when required, in accordance with Occupational Health & Safety Regulations.
- Keeping your site as clean and safe as possible and ensuring clients are made aware of any temporary dangers and removing and disposing any transportable waste from sites.
- Use approved tradesmen, ladders and use trestle ladders only to support planks.
- Have fixed covers on all penetrations of floors & protrusions.
- Report any accidents, near misses, injuries or hazards to Buildsurance.
- Ensure all gates are kept closed with particular attention to pets and swimming pools.
- Using sound time management skills to ensure jobs are cost effective and completed in the shortest time frame possible.
- Completing all jobs with great attention to detail.
- Maintaining consistent written weekly records involving jobs completed, time allocation, defects lists and invoicing.
- Keeping all receipts and forwarding them to management (reimbursement of expenses will occur on presentation of cash receipts).
- Ensuring that you are punctual with appointments and ensuring your supervisor is aware if you are held up so we keep our clients informed and happy.
- Communicating openly with Buildsurance so we are able to overcome any difficulties with honesty and openness.
- Communicating with clients in a respectful manner that shows you are aware that you have entered their private home or workplace
- At all times you are required to avoid any conflict between your personal interests and those of the Company in your dealing with suppliers, clients or any person doing or seeking to do business with the Company.
- Be courteous when parking vehicles to avoid lawn and garden areas.
- Refrain from smoking in and around the customers' premises.
- Not bring non-prescribed drugs or alcohol onto the work site.
- Not bring pets onto the work site.
- Maintaining consistent written weekly records involving jobs completed, time allocation, defects lists and invoicing these documents should be provided to Buildsurance in a weekly basis by COD every Tuesday.
- To ensure your invoice is paid promptly, please provide a detailed scope of works outlining the actual measurements, materials and labour costs as per hours worked on site to carry out the repairs as soon as they are complete so that we can minimise delays.
- Submission of your invoice will only be accepted with clients signed "Customer Satisfaction Certificate".
- By virtue of your position you will have access to / and may witness confidential matters concerning the Company.
- The information you receive is to remain confidential and may not be applied to your personal gain nor revealed to any person without the approval of the Managing Director.
- Refrain from soliciting private work from Buildsurance customers and notify us if client required a quote for private works for any of our customers.
- Do NOT buy any tools or equipment, i.e. paint brushes, using Buildsurance accounts at any time, any tools or equipment purchased in our account will be deducted from your invoice + 10% administration fee.

Thank you, we appreciate your assistance and look forward to maintaining a great working relationship.

Name: _____ Signed: _____ Date: _____



SUBCONTRACT AGREEMENT – Information Request Form

Please provide the following information to enable us to complete the required Subcontract Agreement and payment process and return to the following email address or fax number:

Email: info@buildsurance.com.au – Fax: 02 9967 3121

BUSINESS NAME		
TRADING AS		
CONTACT PERSON		
TYPE OF BUSINESS (PLEASE TICK THE MOST APPLICABLE)	<input type="checkbox"/> SOLE TRADER <input type="checkbox"/> TRUST <input type="checkbox"/> COMPANY <input type="checkbox"/> PARTNERSHIP	
TRADE LICENCE	LICENCE NO.	EXPIRY DATE
ABN/ACN		
ADDRESS		
PHONE NUMBER		
MOBILE NUMBER		
FAX NUMBER		
EMAIL ADDRESS		
PREFERRED SERVICE AREAS		
WORKERS COMPENSATION INSURANCE	POLICY NO.	EXPIRY DATE
PERSONAL ACCIDENT POLICY	POLICY NO.	EXPIRY DATE
PUBLIC LIABILITY POLICY NO.	POLICY NO.	EXPIRY DATE
AGREED RATE	\$.00	Per Hour
BANK DETAILS	ACCOUNT NAME: BSB: ACCOUNT NO.:	
SIGNATURE	DATE	

Please ensure that copies of certificate of currencies for Workers compensation, Public Liability Insurance Policies and trade licences are attached.

*Our payment system works on a 28 days payment system with payment runs on the 15th and 30th/31st of a every month. If an invoice is received by the office between the 16th and 30th/31st of a month, this invoice will be paid on the 30th/31st of the following month. For example if an invoice is received by 1st to 15th February this will be paid on 15th March.

Name: _____ Signed: _____ Date: _____



02 9987 1720



www.Builsurance.com.au



info@buildsurance.com.au

National Wide Services



Re: SAFE WORK METHOD STATEMENT

I would like to notify you of my knowledge and compliance with the OH&S standards and responsibilities as a contractor.

I adhere to all the safety precautions necessary and carry out all construction tasks in a safe manner.

Examples of this compliance:

- Operate and maintain machinery and equipment correctly
- Use safety harnesses and scaffolding where required
- Use all personal protective equipment were required

I have completed Occupational Health and Safety General Induction course for construction work. I am aware there are many more safety requirements in the building trade, and I will take the necessary precautions to ensure I comply with all OH&S requirements and will take all necessary steps to insure safe work environment for all fellow workers and myself.

Company Name:

Address:

ABN No:

OH&S Card No:

Contact telephone:

...../...../ 2016

Name: _____ Signed: _____ Date: _____



INFORMATION & EXPECTATIONS FOR PREFERRED REPAIRERS

<p>Customer Service Expectation</p> <ul style="list-style-type: none"> • Ensure customer is called within 24hrs of receipt of work order • Always be on time or make a call to advise the customer if you are running late • Protect customers homes where required and ensure drop sheets are used • Make sure you leave all customers homes as clean as you found them • Ensure all trades are advised of Buildsurance's service expectations • Communicate with the customer regarding any delays that may hold up the repair process • Obtain customer sign off when replacing items that do not match exactly. Provide the customer with samples, and involve them in the selection process. Do not fix and replace the materials without prior approval • Ensure your trades are courteous and polite to all parties at all times 	<p>Insurance Policy Considerations</p> <ul style="list-style-type: none"> • Do not discuss insurance policies with customers • Do not advise as to what should and/or shouldn't be covered • Do not enter into any form of policy determination with the customer • Please refer all policy and coverage conversations back to the nominated project Manager as per your work order
<p>General Information</p> <ul style="list-style-type: none"> • Always identify yourself as a Buildsurance contractors to the customer • Any consumer issues are to be referred to the project Manager noted on your work order • Buildsurance will conduct Quality Assurance follow up calls on every job that is completed • Advise the Claims Manager noted on your work order of your expected start and finish dates via email within 48-72 hours of the job being allocated to you • Any private work requested by the customer can be done after notifying Buildsurance Project Manager who is in charge of your job • Make sure all trades a neat and presentable at all times 	<p>Job Variation Process</p> <ul style="list-style-type: none"> • If for any reason you cannot perform the work under the estimated value, you must contact the Project Manager noted on the work order prior to commencing works • Do not carry out works over and above those detailed on the Scope of Works (SOW) attached to the work order without prior written and verbal consent • Any variation request must be accompanied by a SOW, photo's and amended price before work proceeds
<p>Invoicing & Payment Process</p> <ul style="list-style-type: none"> • Send completed job invoices in with your completion of works certificate that has been signed and dated by the customer • A timesheet must be completed every week and submitted with your invoice. • All invoices to be sent by email • Any invoicing queries can be emailed directly to the project manager • Once an invoice is approved it will be added to the payment cycle. If your invoice is not approved, you will be contacted via email to advise you of the reason why. Please refer to our payment terms for further details of our payment process • Standard 28 days payment terms apply to all invoices • Any further queries can be discussed with the Project Manager 	<p>Make Safes</p> <ul style="list-style-type: none"> • Avoid damaging undamaged items when making safe eg. Screwing into door/window frames • Ensure when weather proofing homes that your tarps and equipment are fully secure and will not blow off • If removing trees, policies only cover to remove tree on our insured's property only – not neighbours (cut at boundary) • Do not use customer's tools, ladders, tarps etc. You should always supply your own. The customer may supply spare roof tiles at times, but ensure this is detailed on your invoice/report • If any work is requested or required, you must seek approval from the nominated Project Manager prior to completing work • Please invoice within 24hrs of completing works and detail the works undertaken. Break this down into labour and materials.

Name: _____ Signed: _____ Date: _____



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