Shire of Pingelly
17 Queen Street
PINGELLY WA 6308
Phone: (08) 9887 1066

Private Works Job Number:_____

Name:_____ Phone:_____

Address:_____

Description of Work:_____

_____

_____

_____

_____

_____

Sketch Diagram:

I have approached local contractors, but they are unable to carry out the works at this time due to other commitments, inability to supply or the work being outside their speciality.

I agree for the Shire of Pingelly to complete the works described above, and to pay the costs as assessed by the Shire within 21 days of service of the invoice.

I understand that any quote given by any person in connection with this work, is an estimate only and the final cost will be determined on completion.

I acknowledge that while all due care and consideration will be taken, no responsibility or liability is accepted by the Shire.

Signature:_____ Date:_____

(OFFICE USE ONLY)

Date received:_____ Estimated cost:_____

Comments:_____

_____

Date finalised:_____
Signature:_____

HOURS WORKED AND PLANT USE

Date	Employee	Hours	Plant	Hours

CHARGEABLE COST

Plant/Labour	Hours	Rate/Hour	Cost
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
		Total Cost	**$**

Invoice Number:_____ Date Sent: _____