

PORT FAIRY MEN'S SHED

Project / Work Acceptance Form



Project Number		Anticipated cost	\$
Project Name			
Anticipated completion date		Pre-payment (if any)	\$
Client / Contact Name <i>(person requiring the work)</i>			
Position in Organisation			
Organisation represented			
Address			
Phone		Fax	
Email address			
Description of project / work required			
Material to be provided by Client			
Materials to be provided by Port Fairy Men's Shed			

I agree to accept the cost of materials and other overheads for the project as detailed in the Anticipated Cost.

I understand that any significant cost over-runs that arise during the project due to unforeseen issues or changes of project scope will be first discussed with me before the work will continue.

I agree to pay all costs on completion of the project and within 14 days of the presentation of an invoice.

Signed:Date:
(Client)

Signed:Date:
(Port Fairy Men's Shed representative)

Notes:

- All materials (not provided by the Client) and costs associated with the project are to be met by the organization requesting the project. GST will be charged on all costs invoiced to the Client.
- The Port Fairy Men's Shed (PFMS) will endeavour to complete the project on time and within the agreed Anticipated Cost. Should cost over-runs arise or change of job scope occur that may significantly change the Anticipated Cost then these will be discussed with the Client before any further work is carried out or additional costs incurred.

Please forward signed form to: The Secretary - Port Fairy Men's Shed 19, Dyson Street, Port Fairy, VIC. 3284