

PORT FAIRY MEN'S SHED

Project / Work Request



Date:

Client / Name *(person making the request)*:

Position held in Organisation:

Name of Organisation you represent:

Address:.....

Phone: Fax:

Email address:

Invoice to:

Invoice address:

(if not the same as above)

Briefly describe the project / work required including its purpose / intended use.

(the Project Committee will discuss the project further with your representative)

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What goods / materials will be required?

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Is there a time frame when you would like this project completed by?

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Please note:

1. The Port Fairy Men's Shed (PFMS) has specific Guidelines setting out the scope of work or job undertaken by the Men's Shed on behalf of an external entity or person ("the Client"). A copy of the Guidelines is available upon request.
2. The Committee will use the Guidelines as a test of whether the proposed Project / Work fit the general aims and objectives of the PFMS. The Committee has the authority to reject a request for work if it judges that it does not meet the Guidelines. However, the Committee retains the power and discretion to be flexible where the best interests of the PFMS and the community can be upheld.
3. All materials and costs associated with the project are to be met by the organization requesting the project.
4. You will receive a response to this request when the Committee has had an opportunity to assess the Men's Shed member's availability for the project.

Thank you for your enquiry.

Please forward your request to:

The Secretary - Port Fairy Men's Shed
PO Box 34, Port Fairy, VIC. 3284