

# DO AND CHARGE FORM

**NOTE:** This form is not suitable for use where a Residential Contract is required by law.

This is a Do and Charge Form under the Construction Contracts Act 2002. Please read clause 21 on the reverse.

<b>DATE:</b> _____		<b>Dairy Supplier No.:</b> _____	
<b>Client's Details:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Sole Trader <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other:			
Full or Legal Name: _____			
Physical Address: _____			Postcode: _____
Billing Address: _____			Postcode: _____
Email Address: _____		Phone No: _____	
Trading Name (if applicable) _____		Fax No: _____	
<b>DETAILS OF GOODS AND/OR SERVICES WHICH ARE TO BE SUPPLIED</b>			
<b>CLIENT REQUESTED THE ABOVE GOODS AND/OR SERVICES BY: PHONE / FAX / EMAIL / MAIL / IN PERSON / VIA WEBSITE</b>			

I agree that I have ordered the above Goods and/or Services. I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf or attached) of Dairycool Limited which form part of, and are intended to be read in conjunction with this Do and Charge Form and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein. **I agree that if I am a director or a shareholder (owning at least 15% of the shares) of the Client I shall be personally liable for the performance of the Client's obligations under this contract.**

<b>SIGNED (CLIENT):</b> _____		<b>SIGNED (WITNESS TO CLIENT'S SIGNATURE):</b> _____	
Name: _____		Name: _____ Date: _____	
Position: _____		Address: _____	
ID: _____	Date of Birth: _____	Postcode: _____	
(Driver's Licence, Passport, etc.)			

**SIGNED (CONTRACTOR):** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

GOODS	QTY	Cost \$ (per item)	Amount \$ (excl. GST)
<b>TOTAL GOODS \$ (excl. GST)</b>			
LABOUR	HRS	Rate \$ (per hour)	Amount \$ (excl. GST)
<b>TOTAL LABOUR \$ (excl. GST)</b>			
SUNDRIES	Cost \$ (per item)		Amount \$ (excl. GST)
<b>TOTAL SUNDRIES \$ (excl. GST)</b>			
<b>SUBTOTAL \$ (excl. GST)</b>			
<b>GST \$</b>			
<b>GRAND TOTAL \$ (incl. GST)</b>			