

Australian Standard™

## Work order



**S t a n d a r d s** Australia



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# AS 4949—2001 Work Order No.

Refer to Work Order Conditions overleaf

**Principal** .....  
of ..... (ACN) ..... (ABN) .....  
Contact person .....  
Phone ..... Fax ..... Mobile .....

**Contractor** ..... Licence No. .... (if applicable)  
of ..... (ACN) ..... (ABN) .....  
Contact person .....  
Phone ..... Fax ..... Mobile .....

The *Contractor* shall carry out *the Works* according to the *Work Order Conditions*.

**Site** .....

***the Works*** (brief description of the Works) .....

.....

in accordance with Specification dated .... / .... / 20..., Drawing No(s) ..... and

(list other documents if appropriate) .....

for an amount calculated as follows:

| Item | Detail | Qty | Rate/Lump Sum<br>(delete as appropriate) | Price                   |
|------|--------|-----|------------------------------------------|-------------------------|
|      |        |     |                                          |                         |
|      |        |     |                                          |                         |
|      |        |     |                                          |                         |
|      |        |     |                                          |                         |
|      |        |     |                                          |                         |
|      |        |     |                                          | \$ <input type="text"/> |

Claims for payment can be made upon achieving the following stages/dates:

| Stage/Date (as appropriate) | %/Amount (as appropriate) |
|-----------------------------|---------------------------|
|                             |                           |
|                             |                           |
|                             |                           |
|                             |                           |
|                             |                           |

Each amount due is to be paid within 7 days of such written claim for payment.

Date for commencement of *the Works* ..... Date for completion .....

Defects liability period ..... (if nothing stated, 3 months after completion)

Liquidated damages ..... Rate \$ ..... per day  
(up to a maximum of 10% of the value of *the Works*)

**Special conditions** (if insufficient space attach an additional page) .....

.....  
.....  
.....

Dated ..... this day of ..... 20...

Principal's signature ..... Contractor's signature .....  **Documents**  
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Principal's copy