

# Working with QBuild

## Job Cards: Do and Charge



### Background and overview

QBuild is currently undergoing an upgrade of their IT system and as a result is introducing some new ways of working with QBuild for contractors. From November QBuild will be issuing job cards to all contractors for all 'do and charge' work. If you are an existing contractor, the job card replaces the carbon copy job statement booklets. As per your agreement of working with QBuild, this job card will be required to be returned with your invoice as soon as possible after the completion of your job.

The purpose of this fact sheet is to provide contractors with information on the new Do and Charge Job Card which QBuild will be introducing from mid-November 2009.

### What is the Do and Charge Job Card?

Job cards will be the official transaction document between QBuild and a contractor of services. Job cards will be used for all unplanned maintenance jobs and planned work that has been agreed to be completed on a do and charge basis. You will receive one job card per work order task you have been assigned. The information on the job card will advise you of the client details, job to do and the planned timeframe for the job to be done. Upon completion of the job, the information you supply on the job card will provide confirmation the job has been done, if there are any other requirements and cost of the job.

**Note:** Job cards will also be issued for service maintenance, refer to the *Service Maintenance Fact Sheet* available to be downloaded from the QBuild website.

### Information provided on the job card

The following information will be provided pre-populated on the job card:

- work order number
- field release order
- description of job
- client and site details.

### Information to be provided on completion

Contractors will be asked to complete the following details on the job card before returning it to the QBuild office with your invoice:

- actual job start and finish
- work performed
- additional work required
- costing
- signature of completion.

### When will you start receiving job cards?

Job cards will start being issued from mid-November 2009.

### How will you receive a job card?

Job cards can be received (and returned) in any one of the following ways:

- to your nominated email address; or
- to your nominated facsimile number; or
- via the new online application, WebView; or
- via the post (if you do not have any of the above methods).

*Please note: The diagrams and pictures provided in this document are subject to change leading up to our implementation date. This fact is sheet for information purposes only. Details of how to use the forms will be made available closer to the initiation of the new processes.*

QBuild Region (DD) Do & Charge Job Card - Contractor		Page 1/1
Work Request	Contractor: _____	Field Release Order No: _____
	Work Order No: _____ Task No: _____ Response Priority Time: _____	
	Planned Start Date/Time: _____ Planned Finish Date/Time: _____	
	Location Requirements: _____ Work Description: _____	
Site Details	Equipment Description: _____ Building No: _____	
	Equipment Address: _____	
	Customer: _____ Preapproved work value threshold: \$ _____ Customer Contact: _____ Phone No: _____ Mobile No: _____	
Completed Work Details	Actual Job Start: _____ Date _____ Time _____ Actual Job Finish: _____ Date _____ Time _____	
	Workplace Health, Safety & EMS: I have conducted a visual risk assessment and the work can be performed within the guidelines of QBuild's Policies and/or QBuild's Health, Safety, & Environmental Standards. Yes / No (if No, complete risk assessment)	
	Work Performed: _____	
	Additional Work Required: _____	
Pricing Details	<b>Important Note:</b> Notify the QBuild office immediately upon completion of the work and any additional work required.	
	Attendance Fee (1) \$ _____	GST Exclusive. Applicable only where "Out of zone travel Kms" are not charged.
	Price of Out of Zone Travel (2) \$ _____	GST Exclusive. Kilometers travelled x Tendered rate.
	Price of Labour Hours (3) \$ _____	GST Exclusive. Total cost of tradespersons and apprentices as applicable.
	Price of Schedule of Rates (4) \$ _____	GST Exclusive. Total cost of Schedule of Rates items.
	Price of Materials (5) \$ _____	GST Exclusive. Total cost of all materials used.
	Price of Services (6) \$ _____	GST Exclusive. Total cost of hire equipment and or other service providers.
Total Price GST Ex (7) \$ _____		Add (1) to (6). Do not round up or down.
<b>NOTE: please apply correct contract rates if applicable</b>		
Sign Off	<b>Contractor Representative</b>	
	This is an accurate record of work performed and this work has been completed in accordance with all relevant legislation, regulations and standards. Name: _____ Signature: _____	Name of Customer who acknowledged work complete.