

REQUEST FOR QUOTE

Send the same brief to every contractor so the quotes you get back can be compared.

FROM THE BODY CORPORATE

SCHEME NAME AND PLAN NUMBER

CONTACT PERSON

PHONE

EMAIL

DATE SENT

SITE ADDRESS

THE WORK

DESCRIBE THE WORK REQUIRED (WHAT, WHERE, HOW MUCH, ANY PHOTOS OR PLANS ATTACHED)

ACCESS ARRANGEMENTS

PREFERRED TIMING

QUOTE DUE BY

SITE INSPECTION AVAILABLE ON

YOUR QUOTE MUST INCLUDE

- ☐ An itemised price: labour, materials and any other costs shown separately, with GST shown
- ☐ Your ABN and business name
- ☐ Your licence number for this type of work (where a licence is required)
- ☐ Current public liability insurance (certificate of currency) and workers compensation
- ☐ How long the quote is valid for
- ☐ Start date and how long the work will take
- ☐ Warranty on workmanship and materials
- ☐ Payment terms (no large deposits before work starts)
- ☐ Anything excluded from the price
- ☐ Any conflict of interest, or relationship with the strata manager, building manager or a committee member

The body corporate is not obliged to accept the lowest or any quote. Quotes are compared on price, scope, licensing, insurance, warranty and timing.

ISSUED BY (COMMITTEE / MANAGER)

POSITION

DATE