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## SUBCONTRACTOR TERMS POLICY

Solar Eggs Pty Ltd / Solar Eggs Farms Pty Ltd / Gourmet Breakfast Café Pty Ltd

Contractors are an integral part of our business operations and in appreciation of their quality works we would like to ensure prompt payments of all invoices.

Contractors working on any of the above companies must comply to the following as a part of conducting business with our company's and failure to do so will result in our group not being able to use your services.

1. All works to be invoiced **Weekly** or **Fortnightly**.
2. All invoices to be in the correct company name
3. All invoices to detail materials used and labour charges separately.
4. PO Number must be referenced on Invoice if not given a PO request one or state the name of the person that requested the works.
5. All invoices must have Contractor Movement Forms Attached (as per below)

**We now require the attached form to be completed by all contractors attending our site(s).**

### Effective immediately: -

- All contractors must sign in on arrival & a form will be issued at that time.
- The form is to be completed daily & signed by both the contractor & a member of the Solar Eggs management team. Completed forms to be returned to the site office daily or at the end of the week depending on days on site but must not exceed 1 week.
- Solar Eggs will send a copy of the completed form to the contractor accounts contact within two business days of receipt of the form.
- Contractors are to invoice Solar Eggs as per the completed form within 7- 14 days.

### Note:

1. Payment will be made according to the agreed contractor payment terms when both the invoice & completed form is received.
2. Contractors that fail to sign in and fail to complete the Contractor Movement Form will have their invoices disputed.
3. Payments are usually processed every Thursday. Late invoices received after 3pm Tuesdays may not be approved in time and therefore will be processed the following week.

Please sign this Policy and return to [accounts@solareggs.com.au](mailto:accounts@solareggs.com.au) to continue as an approved contractor. Any concerns or questions please contact Lynda on 0882937789 option 2 Administration.

Jonathan Attard  
 Managing Director

I \_\_\_\_\_ (please print name) of \_\_\_\_\_ (company name) hereby acknowledge that I have received, read and understand the details confirmed in this company policy.

Signed:

Dated:

DOCUMENT CODE:	EFFECTIVE DATE	DOCUMENT TITLE
QM0078	3/5/2024	Subcontractor Terms Policy