

SPRY CIVIL CONSTRUCTION PTY LTD

CONTRACT MANAGEMENT STATEMENT

It is the policy of Spry Civil Construction Pty Ltd to provide clients with an approved Contract Management System.

All persons contracted by Spry Civil Construction Pty Ltd are required to understand and conform to this policy.

Spry Civil Construction Pty Ltd has a commitment to a quality contract Management System through:

- Effective Communication and liaison with the client on all contract management matters
- Update client in relation to renewal of Insurances, changes within our WHS and/or other systems, including any changes as per legislative changes
- To establish with clients, at the commencement of the project, an agreed meeting schedule, to discuss and review project performance and any relevant contract requirements;
- To immediately inform client on any identified budget, timeframe and/or contract management issues and negotiate with the client accordingly;
- Payment terms 30 day's from invoice date. Invoices will be issued on completion of deliverables or monthly dependent on the job criteria;
- Payment arrangements: As per agreed schedule of Rates and;
- We require a written scope of works and a Purchase Order to be [provided prior to engaging in any works;
- We will fill in our Work Record sheet (attached), for each required works. A copy of this will be attached to our invoices;
- Spry Civil Construction Pty Ltd will require the Client to inspect the site and sign off at the completion of the works to verify.

A handwritten signature in black ink, appearing to read "Sam Rasheed", is written over a horizontal dotted line.

SAM RASHEED DIRECTOR

27/10/2019

Next Review Date: 27/10/2020