



# CONTRACTOR REQUIREMENTS

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## TAX INVOICE REQUIREMENTS

All Contractor Tax Invoices are to contain the following information:

- Correct Owner Entity and ABN number (If invoices are made to 'Roskel Commercial' they will not be honored.)
- Contractor Email Address.
- Contractor Contact Number/s.
- Work Order Number to be referenced.
- ABN Number.
- The date the invoice was issued.
- Contractor's Trading Name/Address to be shown.
- A brief description of all works undertaken and a full expenditure breakdown to be shown.
- The GST amount is shown.
- Due date for payment (30-day account).
- Site address is clearly shown.
- Contractor's correct Bank details for payment are shown.
- All Tax Invoices for payments are to email [kelly@roskelcommercial.com](mailto:kelly@roskelcommercial.com)

## COMPLIANCE MATTERS

All Contractors are to ensure that Roskel Commercial holds a copy of the following documentation on file:

- Copy of current Public liability insurance with a minimum \$20 million Professional Indemnity Cover.
- Copy of Workcover Insurance Certificate.
- Copy of current trade-specific licenses > Building, Electrical, Plumbing, etc.
- Copy of current QBCC License (if applicable).
- Copy of Safe Work Method Statement with all associated documentation.

## WORK METHOD

- All works undertaken are to be done in a professional workmanlike manner.
- All Instructions and timeframes are to be always adhered to.
- If work order instructions are not followed and works carried out have an impact on the tenant/s ability to trade, the contractor may be held liable for any costs/damages claimed.
- All Contractors are responsible to keep any work site safe and compliant at all times.
- Before and after photos (if required) must be provided by the Contractor before payment of the Contractor's Tax Income.

Please fill out the Contractor Onboarding Form and return to:  
[elke@roskelcommercial.com.au](mailto:elke@roskelcommercial.com.au) or [michelle@roskelcommercial.com](mailto:michelle@roskelcommercial.com)



## CONTRACTOR ONBOARDING

### Company Details

Company Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
ABN: \_\_\_\_\_

Registered for GST      Y/N

### Accounts Payable

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Bank Details

Bank Account (EFT)  
Account Name: \_\_\_\_\_  
BSB: \_\_\_\_\_  
Account #: \_\_\_\_\_