



SHIRE OF MOUNT MAGNET

ABN: 14 556 214 295

Please direct all mail to: Chief Executive Officer
PO Box 62, 90 Hepburn Street
MOUNT MAGNET WA 6638

Phone: (08) 9963 3000 Fax: (08) 9963 4133

Email: shire@mtmagnet.wa.gov.au

Website: www.mtmagnet.wa.gov.au

Office Hours: Monday to Friday 9:00am to 4:00pm

PRIVATE WORKS AGREEMENT

Client Details

Client Name		Company Name	
Delivery Address		Postal Address	
Purchase Order No.		Contact No.	

Description of Works

Work Description	Start	Finish	Hours	Rate/Hour	Amount (Inc GST)
Total Payable (Inc GST)					

Client Approval

Client Signature		Date	
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Office Use Only

Works Manager Signature		Date of Completion	
Job No.		Invoice No.	
Purchase Order No.		Receipt No.	