

Standard Commercial Credit Terms and Conditions of Trade

Working Hours

Time is charged in minimum increments of 15 minutes. Normal Hours occur between 7.00am and 5.00pm Monday to Friday (or first 10 hours for general maintenance days) excluding Public Holidays. After Hours occur at any time outside of Normal Hours including evenings, weekends and Public Holidays.

Generally there is negligible if any benefit to CINCO Electrical Services Pty Ltd of work schedules involving After Hours labour, so for the benefit of all parties we encourage the scheduling and completion of all jobs within Normal Hours of work if possible. Where the Client requires urgent completion that necessitates the payment of overtime rates to CINCO Electrical Services Pty Ltd personnel, After Hours labour rates will apply.

Incidental Hours

Any time required of CINCO Electrical Services Pty Ltd personnel to comply with work site or other regulations such as attending inductions and/or safety briefings, conducting safety inspections, completing Safe Work Method Statements and/or Job Safety Analysis forms, etc is charged at applicable labour rates.

Non-standard Materials

CINCO Electrical Services Pty Ltd vehicles are stocked with the most common items required to perform routine repair and maintenance tasks; but if a particular item is required, a trip to the local electrical wholesaler may be necessary. The time taken to obtain the required items will be charged to the Client at applicable labour rates, and the items obtained from the wholesaler will be charged at industry standard trade plus 30% markup.

Minimum Hours

A minimum of 1 hour per person in attendance is charged for site work.

Call Out Charge

In addition to site charges for labour and materials, a flat rate Call Out Charge of;

- Call Out Charge (Within the ACT) - \$190+GST
- NSW (ACT Surrounding Areas, Within 30km of ACT) - \$265.00+GST
- After Hours Call Out Charge - \$360+GST
- Interstate - Hourly Rate + Motor Vehicle Charges

The Call Out Charge per job is levied to offset the cost of travel time, motor vehicle usage and fuel within the metropolitan area.

Minimum After Hours Call Out

A minimum of 4 hours per person in attendance is charged per After Hours Call Out job within the metropolitan area. Such work is normally attended by a single Tradesman.

Material Charges

Goods and materials supplied in the provision of Services are priced according to CINCO Electrical Services Pty Ltd current Catalogue as determined in general accordance with NECA recommended practice.

Expenses

Trade cost plus 30%. Where such plant and/or equipment is owned by CINCO Electrical Services Pty Ltd charge is levied as if comparable plant or equipment had been hired.

Travel and Accommodation Charges

Travel and accommodation for attending a work site outside the ACT area (that is, more than 30 kilometres from the ACT Border) will be chargeable including labour time (Normal Hours and After Hours as applicable) and expenses which may include air-fares, train-fares, taxi-fares, vehicle hire, overnight accommodation, meals, etc. Travel and accommodation arrangements booked and paid in advance by the Client will avoid the 30% expenses administration charge.

Allowances

Any site allowances or other site specific payments required of CINCO Electrical Services Pty Ltd for the performance of work are charged to the Client at cost plus 30%.

Motor Vehicle Charges

Unless a metropolitan Call Out Charge is applicable, \$1.2 per kilometre is charged to offset the cost of vehicle Maintenance, depreciation and fuel incurred to attend work sites, as recommended by NECA.

Plant and Equipment Charges

All expenses incurred by CINCO Electrical Services Pty Ltd in relation to the hire and running of any plant or equipment required to complete a job is charged to the Client at trade plus 30%. Where such plant and/or equipment is owned by CINCO Electrical Services Pty Ltd charge is levied as if comparable plant or equipment had been hired.

Payment Terms and Overdue Charges

CINCO Electrical Services Pty Ltd submits weekly progress claims which are payable within 30 days EOM of the date of invoice. Any amounts overdue on the last day of the calendar month will attract a late payment fee calculated at 2% of those amounts. All incidental expenses incurred by CINCO Electrical Services Pty Ltd personnel in attending the work site - including but not limited to parking and tolls - are charged to the Client at cost plus 30% to offset the burden of administration and interest.