

### CONTRACTS INSTRUCTION FORM

TO: DOYLES CONSTRUCTION LAWYERS

Date:

#### YOUR DETAILS

(Please complete details as you would like them to appear on the Contract / Standard Terms and Conditions)

Name:  Role:

Business / Company Name:

ABN:

Address:

Email:  Mobile:

Telephone No:  Fax No:

Building / Trade License No:  Trade:

Name of Industry Association:  Membership No.

Preferred Contact Method:                      Email                      Mobile                      Landline

Business / Company Logo attached in jpg, bmp, png format?                      Yes                      No

#### ABOUT YOUR BUSINESS

Trade:  Industry:

Trading structure:      Sole Trader      Trading Trust      Company      Partnership      Others

Area/s of operation:      NSW      QLD      VIC      WA      ACT      NT      TAS      SA

Years in operation:  Number of staff employed:

Average annual turnover:

#### ABOUT YOUR CONTRACT

On average, what percentage of your contracts are valued at:

\$20,000 or under?	<input type="text"/>	Over \$500k up to \$1m?	<input type="text"/>
Over \$20k up to \$100k?	<input type="text"/>	Over \$1m?	<input type="text"/>
Over \$100k up to \$500k?	<input type="text"/>		

On average, what percentage of your current contracts are located in:

<input type="text"/> NSW	<input type="text"/> QLD	<input type="text"/> VIC	<input type="text"/> WA
<input type="text"/> ACT	<input type="text"/> NT	<input type="text"/> SA	<input type="text"/> TAS

In the next 12 months, what are your main priorities for your business? (mark as applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> Incorporation (if sole trader / partnership)   | <input type="checkbox"/> Collecting unpaid accounts  |
| <input type="checkbox"/> Implementing standard contract management systems (agreements, business procedures, tenders) | <input type="checkbox"/> Staff training (contract management, dispute minimisation and resolution) |
| <input type="checkbox"/> Business growth  | <input type="checkbox"/> Other (please specify)  |

**Which of the following types of contract do you require for your business?**

Off-the-shelf standard terms and conditions for general use in our trade

Custom contract to be drafted or reviewed to suit our operations or a specific project

**If applicable, which ones of our off the shelf standard terms and conditions do you require?**

Terms & Conditions for Residential Works

Terms & Conditions of Subcontract

Terms & Conditions for Commercial Works

Terms & Conditions of Employment

Personal Guarantee

Mutual Non-Disclosure Agreement

**If applicable, which type of custom contract do you require us to draft or review for you?**

Head Contract for our clients

Subcontract for our subcontractors

Purchase Order for Minor Works & Services

Quotation for Minor Works & Services

Employment Agreement

**For custom contracts, please briefly describe the project, its approximate value to you, the scope of works, your role in the project and the location where the project is to be carried out**

**Other Party (if applicable)**

In order for us to complete our conflict of interests checks, if the contract/terms are required for your agreement with a certain party, please provide their details:

**INSTRUCTIONS**

I hereby request Doyles Construction Lawyers to issue a Cost Estimate in respect of the above instructions (including their Standard Cost Agreement and Cost Disclosure).

**Signed**

**Print Name**

**Date**

***Please email completed form and any supporting documents to [doyles@doylesconstructionlawyers.com](mailto:doyles@doylesconstructionlawyers.com).***

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