

Chief Executive Officer
7 Brockman Street
GINGIN WA 6503

Dear Sir,

I hereby request the Shire of Gingin to carry out the following Private Works and agree to reimburse the Shire of all costs involved:

Job Details

Name:	Phone:
Address:	Date:
	Machine:
Signature:	

Estimated Cost Only: \$_____

(Note – This is an estimated cost only, the actual cost must be paid which may include operator’s overtime, travel time for operator & or machinery. The total cost will be subject to GST charges. Any additional work not included in this request will require a new form to be completed for such additional work.)

Signed on behalf of Shire: _____

(Operator - Please Turn Over)

OPERATOR USE ONLY

Start Time	Finish Time	Ordinary Hours	O/Time Hours	Total Hours

Plant Number	Plant Hours
Total Plant Hours	

**** PLEASE NOTE**

plant hours are to commence from the time you leave the depot and to conclude on return.