



MATTHEWS AUDIO

ABN 80 009 553 821

Since 1991

ELECTRICAL & ELECTRONIC
Design - Installation - Service
Contractor Lic No. 32064C

PA Matthews Audio

391 Tennyson Road (Cnr Petrikas Ln)
TENNYSON NSW 2754

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SCHEDULE OF ADMINISTRATIVE FEES AND CHARGES—DECEMBER 2022

All prices ex GST

INSURANCE

Email copy of PL and WC Insurance Certificate of Currency—Per Request	\$30
Increase PL insurance from \$10m to \$20m—Once Only Charge	\$720

MEETINGS / INDUCTIONS

Site Induction—15 minutes—At commencement of job	Included
Site Induction—Per additional 15 minutes—Anytime (on site or online)	\$60 / 15 min
Job Start Meeting—Unbooked / Notified day before (no specific time)	Included
Job Start Meeting—Booked specific day and hour	\$400
Safety Inspection—Per 15 Minutes of employee time used	\$80 / 15 min
Commissioning—Unbooked / Notified day before (no specific time)	Included
Commissioning—Booked specific day and hour	\$400
Any other out of course on site meeting requested, requiring an additional visit	\$160

OTHER DOCUMENTATION

* Subcontractors' Statement—Completed and Signed (Only available once job is completed)	\$160
* Incident Notification Report—Completed and Signed (Only available once job is completed)	\$160
* Environmental Management Plan—Completed and Signed (Made available once official order is received)	\$160
Fill out customer required registration online	\$160
Forward single page standard SWMS via email—unsigned— by request	Included
Forward site specific WHS Management Plan—by request	\$80
Forward site specific Environmental Management Plan—by request	\$80
Establish Site Specific SWMS and have signed by all workers	\$160
Request additional copy of SWMS	\$30
Provide Program Schedule for Works—Generic 1 page unsigned	Included
Provide Program Schedule for Works—Site Specific	\$80

SAFETY TAGS OF ELECTRICAL EQUIPMENT

PA Matthews Audio Safety Management System does not normally employ the use of tags attached to our electrical equipment, rather it relies upon detailed visual inspection of equipment by all employees prior to each and every use.

Safety Tagging of on site electrical equipment—Per Item <i>Typical single truck tool kit includes 6 items</i>	\$10 / Item
Forward copy of ITP/ITC (test plan and check sheets) - Requested	\$160

JOB DOCUMENTATION

“As Installed” cabling plan and cable records:	Included
Zone plan for multi zone PA systems, Room plan for Intercom Systems:	Included
Comprehensive site specific system instruction manual and operating manual:	Included
Before / After Photographs taken of all installed equipment	Up to 40 items: \$850 Per Additional 20 items: \$400
<small>Photos taken and provided on a PDF printable document with captions as to locations</small>	

LEGAL REPRESENTATION

Any contract requiring legal opinion / representation shall be subject to a \$4000 fee (payable in advance and held in solicitor's trust account).

* Note these are all standard SINSW items as of last job completed with them in Oct 2022