

JOB AUTHORISATION FORM

I: _____ 'Customer'
Of: _____ 'Business & Address'
Contact Info: _____ 'Email & Phone'
Vehicle: Make _____ Model _____
Year _____ Body Type _____
Colour _____ Factory Paint Code _____

I Hereby instruct Penny Industries Pty Ltd to complete works in the form of:

Job: _____
_____ 'Work'

Please send any relevant job drawings or photos with this form

Costs: _____
Accessories & Extras \$ _____ 'Costs'
Job Total: \$ _____

50% Deposit of \$ _____	date due IMMEDIATELY	(50% of job total value)
40% Payment of \$ _____	date due UPON REQUEST	(40% of job total value)
10% Balance of \$ _____	+ additional costs \$ _____	due PRIOR TO PICKUP DATE
Bank account details for immediate deposit to lock in job are as follows:		
Bank: Westpac <u>Acct Name:</u> Penny Industries <u>BSB:</u> 034 229 <u>Acct Number:</u> 143590		

<p>Conditions of Sale: All associated costs have been explained to me and I undertake to pay all reasonable costs in relation to the work, I the Customer, have instructed Penny Industries to complete. The customer acknowledges and agrees that any changes or additions they request prior, during or after the build, repair or design work stages will be an additional charge to be paid prior to delivery of goods. The Customer further agrees to pay initial deposit of 50% of the total quoted amount. The Customer also agrees to pay a further 40% of total quoted amount, upon request, prior to final fit out, paint or final stage of build. The remaining 10% of the total quoted amount, and any additional charges the Customer has incurred will be due upon completion of work, prior to or at time of collection of work from Penny Industries. Payment can be made electronically or by cheque and Penny Industries will wait for funds to clear before allowing collection of work. Cash or credit can be used on the day of pickup of work as long as payment of all monies outstanding is made in full. All property remains the ownership of Penny Industries, and they reserve the right to retain any work until payment is made in full by the Customer. The Customer understands that Penny Industries, located at 100 Main Creek Road, Tanawha Qld 4556 is a private property, and access will be granted by the owner only, at times suitable to the owner of the property. See Job Running Sheet for specific details of work to be carried out. The Customer further acknowledges and understands that if they are leaving a vehicle, of any description, with Penny Industries for any length of time which is required for any stage of the work preparation, not limited to build, paint or fit out, that it MUST have current up to date state vehicle registration, and full comprehensive insurance listing Penny Industries as an acceptable third party user of the vehicle, and or, that a driver over the age of 25 years is allowed to operate / use the vehicle and is fully covered under the customers policy. Penny Industries are not liable for any loss, damage or other, in relation to the vehicle, its accessories or contents, at any stage.</p>	
Signed: _____	Date: _____
Print Name: _____	