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| --- |
| Logo, company name  Description automatically generated **Purchase Order** |
| **Client Details** |
| Name of Firm: |  | Contact Name: |  |
| Website: |  | Contact Email: |  |
| Office Address: |  | Contact Tel Number: |  |
| Accounts Email: |  |  |  |
|  |  |  |  |
| **Job Details** |
| Address of Site: |  |
| Postcode: |  | General Info |  |
| Site Agent Name: |  | Site Agent Email: |  |
| Telephone: |  | Order Reference: |  |
| Email: |  |  |  |
| Works Required (Subject to Change) |  |
| **Contract Details / Agreed Rates** |
| Working Supervisor | Rate: £\_\_\_\_\_\_\_\_\_per hour | >10T Machines with Driver/Fuel | Rate: £\_\_\_\_\_\_\_\_\_per hour |
| Number Required: \_\_\_\_\_\_\_ | Number Required: \_\_\_\_\_\_ |
| Ground workers | Rate: £\_\_\_\_\_\_\_\_\_per hour | <10T Machines with Driver/Fuel | Rate: £\_\_\_\_\_\_\_\_\_per hour |
| Number Required: \_\_\_\_\_\_\_ | Number Required: \_\_\_\_\_\_ |
| Street Works Operatives | Rate: £\_\_\_\_\_\_\_\_\_per hour | Dumpers with Fuel | Rate: £\_\_\_\_\_\_\_\_\_per hour |
| Number Required: \_\_\_\_\_\_\_ | Number Required: \_\_\_\_\_\_ |
| **Other** | Rate: £\_\_\_\_\_\_\_\_\_per hour | **Other** | Rate: £\_\_\_\_\_\_\_\_\_per hour |
| Number Required: \_\_\_\_\_\_\_ | Number Required: \_\_\_\_\_\_ |
| **Materials** Costs Plus | **\_\_\_\_\_\_\_\_\_%** | **Plant** Costs Plus | **\_\_\_\_\_\_\_\_\_%** |
| **\*Only Resources deployed to the site each week will be charged** |
| **ASK Groundworks and Civils**  |
| Company | ASKQS Limited | Registration | 11896205 |
| Address: | ASK House, 27 Knowsley Street, Bury, Lancashire BL9 0ST |
| Tel  | 0161 764 4447 | Email: | Info@askgw.co.uk |
| Website: | www.askgw.co.uk | UTR | 3319125661 |
| Contact: |  | VAT | 336157600 |
| Contact Email/Tel |  | Bank  | SC: 40-41-68 A/c 90029440 |
|  |
| I/We hereby instruct ASK Groundworks to provide initially the resources stated above at the rates stated above to the above site and we confirm that we acknowledge and accept ASK standard terms and Conditions attached herewith. (Quantities and scope of works can all change in the future as agreed and in line with T&Cs) |
| Signed: |  | Date: |  |
| For and on behalf of Client |
| Print Name: |  | Position: |  |
| Quality, Courtesy and Value Guaranteed! |

**ASK Resource Plus Service©: Terms and Conditions**

1. **What exactly is the Resource Plus service ©?**It is a method of providing clients with all the resources that they require to complete a project or part of a project and almost always consists of Labour, some plant and some materials. Sometimes it comprises of **all** labour, plant, materials, sub-contractors and sub-consultants. Effectively we provide everything at costs to us, plus a percentage to cover our management costs, overhead and risks.
2. **Do ASK only do Civils & Groundworks?** Yes – but we cover every aspect. Obviously, our service is extremely flexible – the more we do the better – but our heritage is in the groundworks and civils and we therefore focus on that.
3. **What part of Groundworks & Civils do you do?** We do everything in these categories. Including Site Remediation, Site preparation, Bulk Excavation, Cut and Fill, S278 Works, Sewer Connections to existing Adopted Sewers, Headwalls to streams, New Sewers to adoptable standards, Road Formations, Piling Mats, Foundations (Every Type – Deep Trench, Traditional, Wide Strip, Ring Beams, Rafts) Foundation Blockwork/brickwork, Underfloor Drains, Underfloor Water Services, Pot and Beam Floors, Underfloor Ventilation, Concrete Finished Floors, Suspended Concrete Floors, Plot Drainage, Scaffold Mats, Plot Services Ducts, Car Parking Areas, Block Paved Driveways, Flagging, Edgings, Landscaping, Fencing, Turfing and Topsoiling, Gravel Areas, POS, Attenuation
4. **Can we/I supply materials and plant and some of the labour?** You can supply as much or as little as you like. Some clients ask us to provide no materials / plant and others ask us to provide sundry or emergency items only and some clients ask us to provide the entire lot. It is entirely your choice and we will work with you.
5. **What happens if I am not happy with one of your guys – but like the overall service?** You make a phone-call to us and we will arrange for that operative to cease working for you and you will not see them again. We will either provide a new operative or just reduce the team to see how it goes.
6. **How much Notice do I need to give to suspend or stop a contract?** Obviously, we ask that a few days’ notice is provided. However, in an emergency, you can suspend all our works with immediate effect.
7. **How much notice do I need to give to start a job?** We will do our best to resource up a job for you immediately and will aim for the next day but this cannot be guaranteed as it depends on the work involved and the resources that we have available.
8. **What happens if I am not happy with the quality of the work?** You make a phone-call and tell us your concerns. Initially we will speak to the operatives, or operatives’ supervisors and ask for an immediate improvement. If you are still not happy – then you call us again and we swap the operatives concerned or the team concerned. You are in control, but we do the telling. It is for the client to continuously check quality and all ASK resources must be paid for as deployed on this type of contract.
9. **Do you insure all works?** We have Employers and Public Liability Insurance – but you should insure all the works directly yourselves.
10. **Are all your operatives inhouse?** No – some are sub-contractors.
11. **What happens if machines breakdown?** Of course we ensure that we only use reliable resource suppliers but sometimes they breakdown and we get charged and we have got to charge you.
12. **Do you guarantee your work?** No. This service is provided at cost plus and we expect that you, as the client, together with the Building Inspectors, Clerks of Works, Architects and CML Warranty providers supervise and pass all works as it progress. Remember it is essential to get all ground checked PRIOR to concreting and all drainage checked PRIOR to backfilling by all regulatory bodies.
13. **What happens if it rains?** We expect all operatives provided to you to work in inclement weather wherever possible and of course they will need to be paid. If not possible (EG just facing work available) then we ask them to stay on site and wait for conditions to improve and the full time is payable. During long periods of inclement weather, we ask the operatives to go home and you do not need to pay us if we do not need to pay them.
14. **Do you take responsibility for Health and Safety seriously and relieve me/us from any liability?** We do take Health and Safety very seriously and ask all our operatives to work safely and never take any risks. However, as a client you cannot delegate any of your Health and Safety obligations to anyone else including us and you will therefore be primarily responsible for all Health, Safety and Welfare for all your operatives, site staff, visitors and the public at large as a result of your project. (Including our operatives)
15. **Do you have a specialist Health and Safety Person?** We use specialist firms and can, if you wish us to, ask them to visit site regularly and produce Audit Reports. This of course is chargeable.
16. **Generally, how much do you charge for your services?** Generally, we will charge different levels depending on the length of contract, overall size, complexity, and this will be agreed in writing. (Front of these terms)

If not specified, the following apply:

|  |  |  |
| --- | --- | --- |
| **Element** | **Costs plus %** | **Conditions** |
| Materials  | Costs plus 30% |  |
| Sub-Consultants | Costs plus 30% (If we pay them)15% if contract with you | (EG Engineers, Structural Eng., Contamination experts)  |
| Plant  | Costs plus 50% | Min. 9 hours chargeable |
| Operatives / Labour | Costs plus 50% | Min 9 hours chargeable (Even though work time might be 8) |
| Sub-Contractors | Costs plus 30% (If we pay them)10% - if contract with you |  |
|  |  |  |

1. **Can you provide Site Preliminaries?** We can provide anything asked – but usually we prefer to stick to our specific areas of expertise.
2. **What are your payment terms?** Our standard payment terms are weekly in arrears? We book in on Friday night for payment by BACS transfer the following Friday.
3. **Can I employ your operatives directly for a one-off fee?** No. It is an important part of the contract between us that you do not employ any resources that we introduce to you for at least 1 year after the cessation of any works. We put a great deal of effort into providing our clients with the best people and it would of course be unfair for you to simply “turn their heads” with cannot refuse offers.
4. **Can I try your service for a week or two?** Yes of course. Why not dip your toe in first with say a bit of snagging work or completion or dilapidations work? Give us your worst work packages first and then we will deserve and have earned your best packages. Give us those later.
5. **Liquidated Damages?** Not Applicable
6. **Retention –** Not Applicable
7. **VAT –** VAT is not chargeable due to Reverse Charge and Zero Rating of Clients. We will reclaim VAT on all input tax.
8. **Minimum Hire:** Minimum 9 hours/day chargeable for all plant and labour even if operatives only work 8 hours.

