

## Electrical & Mechanical Drafting Services

Drafting Creations, experts in Electrical & Mechanical Drafting Services, would like to engage your business to help aid and assist as required.

- Please feel free to visit my website [www.draftingcreations.com.au](http://www.draftingcreations.com.au)
- Technically proficient in AutoCAD with over 16 year's experience.
- Technically proficient in Micro station with over 5 year's experience.
- Drafting Packages: AutoCAD 2017 & Micro station XM.
- Ability to draft anything required from sketches, PDFs, or other forms etc.
- Familiar with NHP, Schneider, Eaton & ABB switchgear and other.
- Switchboard Design from sketches or consultant single line diagrams.
- Electrical Contractor Building services – Light, Power, Communications layouts.
- Switchboards: Main switchboards, Distribution boards, Meter Panels Etc.
- As Built Drawings.
- Maintenance Manuals.
- Working within a team or able to work alone.
- Ability to work and adapt in any work environment.
- Can work within your business premises or from home office.
- Quoting work or Hourly rate charges – to be discussed job to job.
- Payment terms: 14 days from invoice **OR** -5% off invoice when paid within 7 days

Just one of the many advantages of hiring Drafting Creations is the ability of an exceptional quality draftsperson to respond to on-demand jobs without the budget expense of hiring a full-time employee.

For further discussion of the positive outcomes for you and your business please don't hesitate to contact me, if you would like to organise an appointment to setup a meeting in regards to the possibilities of the services Drafting Creations can provide.

***To help Drafting Creations deliver all work requirements in a timely fashion***

- Drafting Creations operates within a 40 hour working week.
- Please supply any work required for the following Friday by close of business a week prior or at the latest being Monday 10am.
- Where possible a date required for each job would be appreciated.
- Jobs to be completed by close of business Friday, 5 working days to complete requested job.
- Any completed work could be forwarded through prior to end of working week.
- Work volume and size of work requirements may be required to be taken into consideration.

➤ **Minimum Work:**

Please note if jobs exceed minimum time hourly rates apply.

- 1 Job minimum charge of 1hr - \$65 + 10% GST
- 3 Jobs minimum charge of 2hrs - \$130 + 10% GST
- 5 Jobs minimum charge of 3hrs - \$195 + 10% GST

➤ **Urgent Work requirements:**

Work can be sent at any time, depending on time available, job size and date required.

- Urgent job required less than 5hrs spent on job.
- Urgent job required greater than 5hrs spent on job.

▪ **Urgent Work Penalty rates table:**

<b><u>Hours</u></b>	<b><u>1 Day turn over</u></b>	<b><u>2 Day turn over</u></b>	<b><u>3 Day turn over</u></b>
Less than 5 hrs	Hours x 2.5	Hours x 2	Hours x 1.5
Greater than 5 hrs	Hours x 3	Hours x 2.5	Hours x 2

***Payment Terms, Fees, Hourly rate:***

- Payment terms: 14 days from invoice.
- 5% discount when invoice paid within 7 days.
- Working on site \$70per Hour + 10% GST minimum depending on location.
- At office \$65per Hour + 10% GST for work greater than the minimum charge.
- Quotations can be provided on request from sketches, markups, PDFs or other.
- Payment to be transferred into the nominated BSB & Account No.
- Additional modifications / Revisions may incur a variation to invoice.

Please note that before starting our business relationship all of the above terms can be discussed and negotiated prior to the commencement of any works.

I look forward to a mutual agreement for all future services **Drafting Creations** can provide.

*Warm Regards,*

*M. Seidel*

Martin Seidel  
Electrical Draft

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