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SUB-CONTRACTOR AND PILOT INVOICING POLICY

It is the policy of Forrest Logistics to pay all our sub-contractors and pilots 21 (twenty-one) days from receipt of invoice.

Preferred method of receipt of invoices is via email to admin@forrestlogistics.com.au.

All invoices are to be dated the Date of Departure for work completed and are to include the following:

1. **Time Sheet** 'Site Signed' for demurrage - loading and unloading (please print the name of person on site whose signature you obtain).
2. **Order number**
3. Signed **Delivery Docket**, either hard copy or electronic copy accepted.

Failure to adhere to this policy may result in longer payment processing times those stated above.

Authorised by:

Jason Clift – Director	Date

Employee / Contractor Endorsement:

I have read and understood the Forrest Logistics Sub-Contractor and Pilot Invoicing Policy , and commit to fulfilling all requirements applicable to me as a condition of my employment/contract.	
Employee Name:	
Contractor Company Name:	
Signature:	Date: