

Office Use Only

Hire Contract #		Entered by & date:	
EOHD:		Driver's Licence:	☐ Yes ☐ No
Deposit: V M A	\$	Pers/Director's G/I:	☐ Yes ☐ No
Final Invoice #		Final payment:	\$
Total invoice:	\$	Inv Posted/Emailed	



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PO Box 1665, Bakery Hill Vic
3354 21-27 Selkirk Drive,
Wendouree VIC 3355
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Web : www.regionalcontractors.com.au

EMAIL - COD APPLICATION FORM

To be completed by the Applicant/s – Please complete all sections and read the Terms and Conditions.

*** = Minimum & Mandatory fields that MUST be completed by ALL customers**

* Billing name:			
* Do you require a copy of your tax invoice/receipts to be provided upon completion of your hire? YES / NO			
* Customer Type:		☐ General Public ☐ Sole Trader ☐ Partnership ☐ Company ☐ Trust	
ABN:		ACN:	
* Postal Address:		Post Code:	
* Email:			
* Accounts Contact:		* Mobile:	
Delivery/Site Address:			
Site Contact Name:		Mobile:	
* Hire period:		* Expected off hire date:	
<i>Attach copies of each Customers Driver's Licence.</i> ☐ Attached			

Additional Costs where Applicable – Below prices are inclusive of GST.

- Diesel, Petrol, Ad Blue - \$5.50 per liter as of 13th March 2026 and is subject to change.
- Cleaning will be charged at \$126.50 per hour.
- Damages are charged to the customer - Refer to Section 8 of our Terms and Conditions of Hire.
- Equipment Hire usage:
 - Monday to Friday is based on 8 hours usage per day.
 - The Hirer is to advise Regional Contractors of weekend usage; charges apply.
 - Weekend Hires are based on 12 hours usage for the weekend.
 - Usage exceeding the above-listed hours is chargeable to the Hirer.
- Bus Hire usage is based on a maximum of 250kms per day.
 - Additional charges per km, exceeding 500kms, will be charged at a rate of \$0.33per km.
 - Road Tolls and Speeding fines are payable by the Hirer (Plus \$27.50 admin fee)
- Chemical Toilets & Waste Tanks incur pump out/cleaning fees depending on frequency, volume and site location. Prices vary greatly and costs are charged to the Hirer.

***** PTO for further details required on the reverse of this page *****

*** Application & acceptance of all Trading Terms & Additional charges as noted on page 1.**

I/We _____ being the owner/s or partners or director/s or other authorised employee/s of the Customer hereby:

- (a) **Understand and accept that regardless of my Expected Hire Period, I MUST CALL OR EMAIL Regional Contractors Equipment Hire to schedule Off Hire/Collection of the Equipment when I have finished using it. The equipment will remain on Hire until I have contacted Regional Contractors Equipment Hire and been given verbal or written confirmation of my off-hire request.**
- (b) acknowledge that I/We have read, understood and agree to abide by the Supplier's Trading Terms attached to this COD Application, as amended or replaced by the Supplier from time to time;
- (c) acknowledge and agree that the Customer is obliged to accept delivery of and Authorise Payment for all Jobs ordered in the Customer's name by Credit Card.
- (d) warrant that I am/we are authorised by the Customer to make this application and bind it to the Trading Terms; and
- (e) warrant that if I am/we are director/s or shareholder/s (owning at least 15% of the shares) of the Customer I/we shall be personally liable for the performance of the Customer's obligations under this contract.

*** SIGNED (CUSTOMER):** _____

Name: _____

Position: _____

DRIVERS LICENCE: _____

*** SIGNED (REGIONAL STAFF):** _____

Name: _____

Position: _____

**** Credit Card Payment Authorization: To be completed by Customer ****

I, the below card holder, authorise Regional Contractors Equipment Hire to charge the supplied credit card for all monies owing. This includes my upfront payment, any additional instalments if I exceed my expected hire timeframe, cleaning costs, damage fees and/or fuel charges that may be incurred as a result of my Hire.

I, the below card holder, authorise Regional Contractors to retain the below credit details on file for the duration of this hire contract only (Card details will be destroyed once final invoice payment/s is/are processed).

Credit Card Details (please tick appropriate box)

* VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐

* Name as it appears on Card: _____

* Contact phone number of Card Holder: _____

* Cardholders Signature: _____ * Date: ____/____/____

.....accounts to remove below section when hire is complete.....

When returning this form via email, please ONLY complete the first 8 digits of your credit card number.
Our Hire team will confirm ALL the remaining details with you verbally.

* Card Number: ____ | ____ | LEAVE BLANK | LEAVE BLANK

* Expiry Date: LEAVE BLANK

* CVV Number: LEAVE BLANK