

2013 HIA member Diary



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AVAILABLE NOW



HIA members
\$42.00 inc GST

Non HIA members
\$55.00 inc GST

(plus postage & handling \$11.00)

The HIA Member Diary has been uniquely designed to meet your needs with:

- > Local council and government department listing
- > Staff leave charts
- > Metric brickwork dimensions and conversion guides
- > Removable grid pad
- > Business card holder

The HIA Member Diary is an essential management tool for any construction business. The page-to-a-day format provides ample room to record important information for complying with contractual controls, legal requirements and business record keeping including:

- > Details of client meetings and instructions
- > 7am - 7pm appointment times
- > Requirements and requests for scope of work changes
- > Monitoring and recording the progress of works and delays
- > Dates of inspections, material deliveries, and equipment hire
- > Attendance records, dates and outcomes of tool box talks
- > Records of staff and contractor hours of work.



Contact HIA on 1300 650 620 or order online at hia.com.au

NAME _____ MEMBER NUMBER _____

ADDRESS _____

POST CODE _____ CONTACT NUMBER _____

Please send me _____ diaries @ \$42 each = \$ _____

and/or _____ diaries for non-member @ \$55 each = \$ _____

Postage & Handling = \$11.00 (All prices are inclusive of GST)

Please find enclosed a cheque for \$ _____

OR

Please invoice me for \$ _____ (Orders Under \$100 must be paid for before the order can be shipped)

OR

Please debit my credit card for \$ _____

Please tick appropriate box VISA CARD MASTERCARD AMEX

CARD NUMBER _____ EXP DATE _____

CARDHOLDER NAME _____ SIGNATURE _____

OFFICE USE ONLY

Goods taken _____ Goods to be sent _____ Date & time of order _____ Order taken by _____