

# 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](http://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 \_\_\_\_\_