

# TRADE NEWSLETTER

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# ubs

unique building services

March 2025



## UBS Highlight

UBS continues to operate as an ISO-accredited builder, maintaining the highest standards for Environmental, Quality, and Safety procedures.



## March 2025

UBS Important Updates!

- ◆ Safety Requirement – All sites must have a first aid kit to pass audits. Your PM can assist with site-specific guidance. 🚧
- ◆ Invoice Breakdown – To streamline payments, invoices must separate labour & materials for clear processing. 💰📄
- ◆ Project Spotlight: Flood remediation & full refurbishment completed! 🏗️🌟

Questions? We are here to help. Stay safe! 🧑‍🔧🧑‍🔧



Infuse your life with action.  
Don't wait for it to happen. Make  
it happen. – Bradley Whitford

Following recent audit outcomes, it has been communicated to UBS that all restorers operating electrical drying equipment must have a functional fire extinguisher on site at all times. Additionally, all job sites must have a fully stocked first aid kit to maintain a safe work environment and ensure compliance with workplace health and safety (WHS) standards.

Please remember:

- ◆ Fire extinguishers should be inspected professionally approximately every six months to ensure they are pressurised and functional.
- ◆ First aid kits expire after around 12 months, so regular checks are essential to keep supplies up to date.

Project Managers (PMs) are available to provide guidance on site-specific safety requirements. If you have any questions or need further clarification, your PM can assist with safety advice. If necessary, they will liaise with the WHS Manager to ensure full compliance with the latest requirements.

Ensuring these safety measures are in place helps maintain a safe and prepared work environment for everyone. Thank you for your cooperation.



Invoices for trade services must clearly distinguish between labour and materials to ensure transparency and efficient processing. Breaking down invoices in this manner provides our clients with a clear understanding of project costs, making it easier for everyone to track expenses and verify work that has been completed.

A detailed breakdown helps avoid challenges in processing by specifying the cost of labour (such as hourly rates or fixed service fees for reports) separately from materials (including quantities and unit prices). This approach supports accurate GST calculations, simplifies financial reporting, and ensures compliance with contractual agreements. Clear and structured invoicing helps streamline approvals, payments, and record-keeping for everyone.

## Trade Invoice Format Example

		<TRADE CONTRACTOR LOGO>		
		<TRADE CONTRACTOR ABN>		
		Invoice Date DD/MM/YYYY		
<b>TAX INVOICE</b>	Invoice Number INV-xxx			
Unique Building Services 23 Yazaki Way Carrum Downs	Reference UBS-xxxxx <property address line 1> <property address line 2>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>GST</b>	<b>Amount AUD</b>
Prepare and paint exterior eaves, fascia, posts, and rafters	12.00	45.00	10%	540.00
Materials	1.00	183.00	10%	183.00
			Subtotal	723.00
			TOTAL GST 10%	72.30
			<b>TOTAL AUD</b>	<b>795.30</b>



For this project, the team undertook a comprehensive restoration and refurbishment. Initially, the work involved flood remediation, including stripping out affected areas and carrying out extensive drying and sanitising. Once the site was prepared, we proceeded with structural repairs, painting, cabinetry, flooring, and tiling throughout multiple rooms, ensuring a high-quality finish that matched the existing aesthetics.

Key upgrades included new doors, architraves, skirting boards, and cabinetry across bedrooms, bathrooms, and living areas. We also replaced damaged plumbing and electrical components, installed new stone benchtops, and upgraded fixtures such as shower screens and vanities. External work included repairs to electric gates and sump pumps to restore full functionality. The project, completed through multiple variations, successfully revitalised the property while adhering to compliance and quality standards.



Thanks for reading this edition of the Trade Newsletter. Send us an email at [tradepartners@uniquebuilding.com.au](mailto:tradepartners@uniquebuilding.com.au) with any questions! 😊