TRUE NORTH CONSTRUCTION AND PROJECTS

SUPPLIER & SUBCONTRACTOR REGISTER

Registration number	2026 / 870823 / 07	**Telephone**	075 280 88 36
Email	truenorthconstructionandprojec@gmail.com	**Business status**	Registered private company

1. Purpose of this register

This register is used to record independent subcontractors, skilled service providers and suppliers that may be considered for projects undertaken by TRUE NORTH CONSTRUCTION AND PROJECTS. It supports project planning, quotation requests, procurement checks and the verification of people or businesses before appointment.

Important: *The company currently has no employees. The register is a working template; blank fields must be completed only when a person or supplier has been identified and their details and availability have been confirmed. Listing a trade does not mean that a person has already been appointed.*

2. Skilled subcontractor register

The following trade categories reflect services the company may source for specific projects. Enter the provider's details only after obtaining their permission and confirming their skills, rates and availability.

Trade / service	Provider / business name	Contact number	Verification / notes
Building / general construction			
Tiling			
Painting			
Plumbing (when required)			
Electrical work (qualified provider)			
Roofing / waterproofing			
Carpentry / ceilings			
Other: _____			

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3. Materials and equipment suppliers

Use this section to record suppliers that can provide materials or equipment for a particular project. Confirm pricing, delivery costs, stock availability and payment terms before placing an order.

Supply category	Supplier / business name	Contact number	Area / notes
Cement, sand and aggregate			
Bricks and blocks			
Tiles and adhesives			
Paint and accessories			
Plumbing materials			
Electrical materials			
Tools / equipment hire			
Transport / delivery			
Other: _____			

4. Checks before appointing a subcontractor or supplier

- Confirm the person's or business's full name and contact details.
- Check relevant experience, references, qualifications or trade credentials where applicable.
- Agree the scope of work, price, payment terms and completion date in writing.
- Check project-specific safety, insurance, tax and compliance requirements before work starts.
- For regulated work, use appropriately qualified and authorised service providers.
- Keep quotations, invoices, proof of payment and written agreements with the project file.

5. Record management

The register should be reviewed and updated when provider details change, when new suppliers are identified, or when a provider is no longer available. Keep supporting documents separately and do not record a provider as approved until the relevant checks have been completed.

Prepared for	TRUE NORTH CONSTRUCTION AND PROJECTS
Prepared by	Company administration
Date last updated	_____
Authorised signature	_____