

Company setup form

Fill this in once and Caratic sets your company up from it — your people, vehicles, jobs, head contractors and rates. Leave out anything you don't have yet; you can add it in the app later.

How to use it

- Type straight into the boxes (add table rows if you need more). Delete the grey example rows or leave them — Caratic ignores them.
- Save it, then in Caratic: Menu → Help & setup → Read my setup form (or drag the file onto Caratic on a computer).
- Caratic reads it, shows you what it will create, and asks before saving pay rates, logins or company settings.
- Photos of licences and tickets: send them separately with "Workers & tickets" — Caratic reads the expiry dates off them.

Pay rates and charge-out rates are only ever visible to admins in Caratic.

1. Your company

Company name (legal) e.g. Tallowbrook Civil Pty Ltd	
Trading name / short name What shows in the app	
ABN	
Office / yard address The yard gets a fence so time there is counted right	
Phone · email	
Main admin (name, email, mobile) This person runs Caratic for the company	
Type of work Civil, structural, crane hire, earthworks...	
Usual work hours e.g. 6:00 am – 4:30 pm, Monday to Saturday	
Unpaid meal break e.g. 30 min when the day is over 9 h	
Overtime e.g. after 8 h a day; Saturday all overtime	
Local public holidays / show day Queensland holidays are already in	
Accounting software Xero · MYOB · QuickBooks · Reckon · other	
Payment cards used on site e.g. company card ending 1234, fuel card (last 4 digits only)	
Superannuation % · WorkCover % Used to work out the true cost of each hour	

2. People

Everyone who will use Caratic or be on dockets. Access level: Admin · Superintendent · Project engineer · Site engineer · Supervisor · Worker. Employed as: casual · full time · part time · ABN · Pty Ltd.

Name	Job title / trade	Mobile	Email (for their login)	Access level	Employed as	Pay rate \$/h	Charge-out class	Tickets & licences (expiry)
Sam Carter	Leading hand	0400 000 000	sam@company.com	Supervisor	Full time	42.50	Leading hand	White card, HR licence 03/2028

More people? Add rows, or send a second page.

3. Vehicles & plant

Charged per day (utes, trucks, trailers) or per hour (excavators, cranes, rollers). The driver is who the vehicle is allocated to — their trips also build the vehicle logbook.

Rego	Make / model	Type	Per day or hour	Driver	Fuel	Tank (L)	Rego due	Service due	Account code for fuel
TB 001	Ford Ranger XLT	Light vehicle	Day	Sam Carter	Diesel	80	12/2026	03/2027	448

4. Head contractors

Who you work for, and who signs your day works dockets.

Company	ABN	Contact person	Position	Mobile	Email	Signs dockets? (Y/N)	Sees rates? (Y/N)
Fennimore Infrastructure	12 345 678 901	Brad Jones	Site manager	0411 111 111	brad@fennimore.com.au	Y	N

5. Jobs

Day works = charged by the hour with a docket every day. Contract = lump sum / schedule of rates (no dockets).

Job name	Head contractor	Site address / location	Day works or contract	Site hours	Supervisor	Order / dayworks ref	Job code (accounts)
Riverside pump station walls	Fennimore Infrastructure	1 Riverside Rd	Day works	6:00–2:30	Sam Carter	PO 4471	TB-RP1

6. Charge-out rates

Your standard rates (\$ per hour ex GST). Different rates for one head contractor or one job: add a line with their name in the first column.

Class (or head contractor / job)	Ordinary	Overtime	Night shift	Sunday	Public holiday	Notes
Labourer	78.00	117.00	117.00	156.00	195.00	

Vehicle & plant charge-out rates

Vehicle / plant type	Rate ex GST	Per day or hour	Notes
Light vehicle	120.00	Day	Incl. fuel

7. Subcontractors

Crews you engage. Their people get a cut-down Caratic login (only their jobs).

Company	ABN	Trade	Contact · mobile	Email	Pay rate \$/h ex GST	People (names)
Northgale Formwork	98 765 432 109	Formwork	Dave 0422 222 222	dave@northgale.com.au	68.00	Dave, Mick

8. Anything else Caratic should know

Rules of thumb, how you like dockets worded, materials you always order, safety requirements — Caratic remembers these and uses them every time.

Filled in by: _____ Date: _____