

# Dokumen bisnis: kontrak, penawaran, MoU, invoice

Knowledge 12 | Fase 1: Fondasi | Minggu 4

Dokumen bisnis melindungi uang dan hubungan kerja. Topik ini membahas dokumen yang dipakai EO dan WO setiap hari: penawaran, kontrak klien, perjanjian vendor, MoU, invoice, berita acara, dan SOP.

**Kuis:** lulus (terbaik 3/3, 1 kali)

**Status topik:** selesai

## Acuan

- BSBWRT411 Write complex documents
- SITXMGT005 Establish and conduct business relationships (unit inti)
- 9120IM Business Communication, EHL Hospitality Business School (Swiss), BSc International Hospitality Management (Course Catalogue 2025/2026)
- HM 485 Advanced Meeting and Event Management, Penn State University (AS), Hospitality Management (HM) dan RPTM, Meeting and Event Management Certificate (University Bulletin 2026)

## Inti materi

1. Kontrak klien minimal memuat: para pihak, lingkup pekerjaan, tanggal dan tempat, harga dan jadwal pembayaran, ketentuan perubahan, pembatalan dan force majeure, tanggung jawab kerusakan, tanda tangan.
2. Perjanjian vendor mencerminkan kontrak klien: jadwal, spesifikasi teknis, denda keterlambatan, dan syarat pembayaran yang lebih lambat dari pembayaran klien ke kamu.
3. Invoice yang benar menyebut nomor, tanggal, rincian, pajak jika ada, jatuh tempo, dan rekening. Kirim segera setelah termin tercapai.
4. Berita acara serah terima (setelah event) menutup pekerjaan dan menjadi dasar pembayaran akhir.
5. MoU dipakai untuk kerja sama jangka panjang dengan venue atau vendor, mengikat prinsip kerja sama sebelum kontrak per event.
6. Semua dokumen memakai penomoran dan versi. Simpan di satu folder per event dengan nama file yang konsisten.

## Sumber

- [Unit AQF] BSBWRT411 Write complex documents (PDF resmi training.gov.au). training.gov.au, Pemerintah Australia (SIT50322 Release 2), 2022 (badan pemerintah). [https://training.gov.au/assets/BSB/BSBWRT411\\_R1.pdf](https://training.gov.au/assets/BSB/BSBWRT411_R1.pdf)
- [Unit AQF] SITXMGT005 Establish and conduct business relationships (PDF resmi training.gov.au). training.gov.au, Pemerintah Australia (SIT50322 Release 2), 2022 (badan pemerintah). [https://training.gov.au/assets/SIT/SITXMGT005\\_R1.pdf](https://training.gov.au/assets/SIT/SITXMGT005_R1.pdf)
- [Kampus] EHL Hospitality Business School (Swiss): BSc International Hospitality Management. EHL Hospitality Business School (Swiss), Course Catalogue 2025/2026 (universitas terakreditasi). <https://www.ehl.edu/en/study/bachelor-degree-in-hospitality>
- [Kampus] Penn State University (AS): Hospitality Management (HM) dan RPTM, Meeting and Event Management Certificate. Penn State University (AS), University Bulletin 2026 (universitas terakreditasi). <https://bulletins.psu.edu/university-course-descriptions/undergraduate/hm/>
- [Buku teks] OpenStax Business Law I Essentials, bab 7: Contract Law. OpenStax (Rice University), 2026 (revisi web 21 Mei 2026 per metadata buku OpenStax; terbit 2019) (universitas terakreditasi).

<https://openstax.org/books/business-law-i-essentials/pages/7-introduction>

- [Panduan] business.gov.au: Prepare a contract. Pemerintah Australia (business.gov.au), 2025 (metadata halaman dcterms.date 01 August 2025) (badan pemerintah).  
<https://business.gov.au/people/contractors/prepare-a-contract>
- [Panduan] NSW Government Event Starter Guide: Documentation for your public and outdoor event. NSW Government, Premier's Department (Australia), 2024 (metadata halaman dateModified 30/01/2024) (badan pemerintah).  
<https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/documentation>