

## WORK ORDER - Job No.125586

All Doors NSW  
 125 Denham Court Rd  
 DENHAM COURT NSW 2565

**Issued:** 17/01/2022  
**Due:** 17/01/2022

**Supplier**

**Tel:** 0417 528 785  
**Fax:**

**Email:** sales@alldoorsnsw.com.au  
**Contact:** Dominic Trimarchi

Job Address	Invoice
The Owners--Strata Plan 93956 26 Castlereagh Street LIVERPOOL NSW 2170	The Owners--Strata Plan 93956 ABN 41516685789 c/o All Suburbs Strata Management PO Box 142 LIVERPOOL BC NSW 1871  Tel: 02 9600 7000 Fax: 02 9600 7748 INVOICE@assm.net.au / REPAIRS@assm.net.au / QUOTE@assm.net.au
Agent Contacts	
<b>Strata Manager:</b> Veronica Nazarenko <b>Contact for Enquiries:</b> Rose Henning	

Access Contact
Bruce Schell (M) 0417 259 261

Access Instructions
Empty section

Job Description
Domenic  As discussed the roller shutter is stuck in an open position Bruce Schell advised the sensor has been covered Please attend today and carry out repairs  Thanks

**This Work Order or Quotation request is issued under delegated authority on behalf of the Owners Corporation. By acceptance of this work order you accept that you:**

1. Acknowledge and certify that you hold all relevant and required current insurances including, but not limited to, Public

Liability and Workers Compensation Insurance, and Licences to perform the requested works. **If you do not have the appropriate insurances, licences and Work Health and Safety qualifications then DO NOT COMPLETE this work and contact the issuer immediately.**

2. Acknowledge that in the event that you fail to hold any of the required documentation or qualifications and you do carry out these works, you will, where appropriate personally or as a Board and Directors and as a Director, indemnify and hold harmless the Owners Corporation and All Suburbs Strata Management Pty Ltd, its employees and officers from any Claim.
3. Certify that all persons (including the contractor, employees of the contractor and subcontractors) engaging in any work pursuant to this order have current Work Health & Safety qualifications and insurances that are appropriate for the work being undertaken.
4. Will comply with all Work Health & Safety Legislation and any applicable Codes of Practices as your safety, the safety of any workers and the safety of the public is a priority and that a Safe Work Method Statements must be completed before works are carried out.
5. Will, in the event that this is a Work Order and the work is expected to exceed \$250.00, contact the sender to seek prior written approval before proceeding.
6. Accept the payment conditions outlined below.

**The minimum expectations of contractors visiting a site are:**

- Contractors - they will validate and ensure they uphold the same standards for health and safety;
- Heights - they will always use fall prevention techniques where there is a risk of falling;
- Asbestos - they can only work with asbestos under approved and exceptional circumstances;
- Emergency response - they will always know and understand what they need to do in the event of an emergency;
- Risk assessment and job planning - they know what can go wrong on every job and have done what they need to do to stop it happening;
- Tools and equipment - they will only use the correct tools for the job and will inspect them to ensure they are safe to use;
- Isolation - Before starting work they will ensure all energy sources have been isolated and de-energised;
- Housekeeping - they will ensure that good housekeeping practices are maintained to minimise the risk of injury ("A place for everything and everything in its place");
- Manual handling - they will assess manual handling risks and where possible use mechanical aids or seek assistance prior to performing manual handling tasks;
- Training and competency - they commit to not operating equipment they are not trained for and will speak up if requested to perform a task that they are not competent to do.

**PAYMENT CONDITIONS:**

**Invoicing Instructions: If this information is not supplied or clear, your invoice may be rejected.**

To help ensure the efficient processing of your invoice, please ensure the following information is provided in your documentation;

- Strata Plan Number                      - Property Address                      - Work Order Number
- Invoice Number                              - Invoice Date                              - Safe Work Method Statement
- Your Company details including your name, mailing address, number and ABN Number
- The words "Tax Invoice" where GST Applies
- A description of the service provided

**Billing Address: Please DO NOT SEND DUPLICATES of the same invoice unless requested**

**ONLY PDF** Invoices sent as attachments accepted by Email: [invoice@assm.net.au](mailto:invoice@assm.net.au) <<mailto:invoice@assm.net.au>>

Fax: 02 9600 7748

Post: c/- ASSM, PO Box 142, Liverpool BC NSW 1871

**Payments are estimated to take at least 21 - 28 days to process.**