

Work Order Number: 0001458

External Work Order Number/Reference: Repairs to sovereign roller door

UPSTATE

Date: 25 Mar 2022

{{ UPSTATE}}

To Supplier:
All Doors (NSW) Pty Ltd

PO Box 132
Leppington
Leppington NSW 2179
AUSTRALIA

Email to:
sales@alldoorsnsw.com.au

Property Name: Shops 2,3 &4 , 6 The Corso Manly

Property Address: Shops 2,3 &4, 6 The Corso
Manly NSW 2095
AUSTRALIA

Tenant Name:

Tenant Phone:

Tenant Mobile:

Tenant Email:

Nature of work: Roller Door repair

Work Description:

Please attend to repair/replacement of damaged cables on 1 x sovereign shutter door.
Please assist with instruction on how to open/close doors (have electric motor). Note: We may need a key for the Open/Close operation pad.
NOTE: WE WILL MEET WITH THE CONTRACTOR TO PROVIDE ACCESS AND TO GO OVER THE OPERATION ON THE ROLLER DOORS
CONTACT: SUSANNE MITCHELL 0417 029 270

I've attached last years invoice for similar works. As discussed the cost for the repair will be around the same cost as per the attached invoice subject to materials and difficulty of job.

Priority: High

Property Manager Name: Susanne Mitchell
Property Manager Email: susanne.m@upstate.com.au
Property Manager Phone: [0417029270](tel:0417029270)

Additional Information:

Images:

Invoicing to:
Aspiring Properties Pty Limited

Please ensure Work Request number is noted on
invoicing

Care of:
Commercial Asset Management Pty Ltd atf Commercial Asset Management Unit Trust
T/as Upstate
Suite 15, Level 1, 888 Pittwater Road
NSW 2099
AUSTRALIA

Disclaimer:

This request is on behalf of the owners of the property and Upstate Group Pty Ltd is not personally liable for any matter, including payment of the account. Asbestos registers are available upon request. Keys must be returned to our office within 12 hours from collection unless otherwise arranged. We request an invoice within 7 days of completion of work. Term of payment: 30 -60 days from receipt of invoice. Maintenance request no. is to be clearly stated on the invoice. You are engaged as a contractor to carry out repairs in a timely and professional manner. We ask that contractors provide feedback immediately upon leaving the worksite in the form of photos, SMS or a follow-up phone call. If quotes for further work are required, please advise and a written quote is to be provided within 48 hours. If the job is urgent and affecting the occupancy comfort for the tenant, we ask that you give the quote your immediate attention. Contractor Public Liability Insurance must be current and to a minimum value of \$20 million. If current insurance is not provided your services cannot be utilised until a copy is received. All relevant workplace health and safety procedures must be followed when contracted to complete work on behalf of the Lessor. Safe work method statements must be maintained and be made available upon request.