

Work Order Number: 0002031

UPSTATE

External Work Order Number/Reference:

Date: 20 Feb 2023

{{ UPSTATE}}

To Supplier:

All Doors (NSW) Pty Ltd

PO Box 132
Leppington
Leppington NSW 2179
AUSTRALIA

Email to:

sales@alldoorsnsw.com.au

Property Name:

Unit 3 , 384 Pittwater Road North Manly

Property Address:

Unit 3, 384 Pittwater Road
North Manly NSW 2100
AUSTRALIA

Tenant Name:

Tenant Phone:

Tenant Mobile:

Tenant Email:

Nature of work:

Roller Door repair

Work Description:

Please inspect and service roller door Unit 3 (upstairs). Noisy operation on open and close.
Please install/rubber bottom seal on roller door.

NOTE: Roller door is not locked and can be opened from outside.

Priority:

None

Property Manager Name:

Susanne Mitchell

Property Manager Email:

susanne.m@upstate.com.au

Property Manager Phone:

[0417029270](tel:0417029270)

Additional Information:

PLEASE MAKE TAX INVOICE TO: STRATA PLAN 8179 LOT 3

Images:

Invoicing to:

Porter & Smith Pty Ltd The Trustee for Dr Smith Investment Discretionary Trust

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.