STRATA MANAGEMENT SERVICES NSW

Cronulla Office
Suite 9/29-31 Croydon Street
Cronulla NSW 2230
Phone: 02 9523 0466
Email: cronulla@smsnsw.com.au

WORK ORDER - Job No.060994

All Doors (NSW) Pty Ltd
PO Box 132
LEPPINGTON NSW 2179

Issued: 08/02/2024

Due: 01/01/1900

Reference:

Supplier

Tel: 0417975669 **Email:** sales@alldoorsnsw.com.au

Fax: **Contact:**

Job Address	Invoice
The Owners - Strata Plan 74123 . 6-8 Morotai Avenue RIVERWOOD NSW 2210	The Owners - Strata Plan 74123 ABN 77554089651 c/o Strata Management Services - NSW Suite 9, 29-31 Croydon Street Cronulla NSW 2230 Tel: 02 9523 0466 invoices@smsnsw.com.au

Agent Contacts

Strata Manager: Vicki Poulos

Contact for Enquiries: Vesna Bilic

Access Contact

Sean
(M) 0466 980 713

Access Instructions

Please contact Sean for any further information.

Job Description

Good morning,

The roller door is not closing as it should at this property.

Could you please attend the property and repair as required?

Thanking you in advance.

To ensure prompt payment, please:

- Address the invoice to the **Strata Plan**
- Include **Work Order Number** on your invoice.
- Send invoices **once only** as a .**PDF or .TIF** attachment to **invoices@smsnsw.com.au**. Other document formats and hyperlinked documents cannot be processed.
- send any change in bank details to **cronulla@smsnsw.com.au.**
- submit your invoice **prior to 4.00pm Wednesday**. Payments are processed each Friday*.

Please whitelist emails from the domain *@smsnsw.com.au* to ensure you receive a remittance advise.

All work must be carried out in accordance with Workplace Health and Safety requirements.

* Please note that in many instances we require direct approval from Committee members prior to approving an invoice for payment. This can, on occasion, cause delays in processing times. We endeavour to process all invoices as soon as the correct approvals have been received. We appreciate your patience in these circumstances.