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.062923

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

Issued: 08/08/2024

Due: 01/01/1900

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 afternoon,

Please PROCEED with the following at this property to be completed tomorrow:

Remotes (3) - $58+GST each

New Receiver - $250+GST

Total - 3 remotes ($58 x 3) + $250 = $424 plus gst

Please call each resident asking if they would like their remote passed on to them directly or if they would like them left in their letter box?

Unit 6 - Cam can be contacted at 0402 298 148

Unit 8 - Anjan can be contacted at 0416 381 183

Unit 10 - Mal can be contacted at 0404 019 207

Thank you very much.

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.