

Work Order Number: 0001331

External Work Order Number/Reference: Service all roller doors - 1 By The Sea Road Mona Vale

**UPSTATE**

Date: 1 Feb 2022

{{ UPSTATE}}

**To Supplier:**  
All Doors (NSW) Pty Ltd

PO Box 132  
Leppington  
Leppington NSW 2179  
AUSTRALIA

**Email to:**  
[sales@alldoorsnsw.com.au](mailto:sales@alldoorsnsw.com.au)

**Property Name:** , 1 By The Sea Road Mona Vale

**Property Address:** , 1 By The Sea Road  
Mona Vale NSW 2103  
AUSTRALIA

**Tenant Name:**

**Tenant Phone:**

**Tenant Mobile:**

**Tenant Email:**

**Nature of work:**

**Work Description:**

Shop 3 has reported they are struggling to lift the roller door as the old chains and pullies seem to have worn out. Please attend to a service of the roller door including shops 1 and 2. Thanks

**Priority:** None

**Property Manager Name:** Elizabeth Purvis  
**Property Manager Email:** [elizabeth.p@upstate.com.au](mailto:elizabeth.p@upstate.com.au)  
**Property Manager Phone:** [02 9971 9000](tel:0299719000)

**Additional Information:**

**Images:**

**Invoicing to:**  
**Tebbatt Holdings Pty Ltd**

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.