Work Order Number: 0002437

External Work Order Number/Reference:

UPSTATE

Date: 9 Aug 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 6 , 6/1-15 Tramore Place Killarney Heights**
Property Address:	Unit 6, 6 / 1-15 Tramore Place Killarney Heights New South Wales 2087 AUSTRALIA
Tenant Name:	I Lash & Co Australia Pty Ltd
Tenant Phone:	
Tenant Mobile:	61 0404 111 612
Tenant Email:	cs@ilashandcoaustralia.com

Nature of work:

Work Description:

Attend site to repair broken latch mechanism to rear roller door.
Undertake service to door, to leave operational.

Priority: None

Property Manager Name:	Elizabeth Purvis
Property Manager Email:	elizabeth.p@upstate.com.au
Property Manager Phone:	02 9971 9000

Additional Information:

Images:

Invoicing to:
Ian John Lamb

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.