Work Order Number: 0003671

External Work Order Number/Reference:

UPSTATE

Date: 19 Sep 2025

{{ 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 5 , 5/198 Condamine Street Balgowlah**
Property Address:	Unit 5, 5 / 198 Condamine Street Balgowlah NSW 2093 AUSTRALIA
Tenant Name:	Citadel Equities Pty Limited
Tenant Phone:	8274 8100
Tenant Mobile:	61 0412 230 033
Tenant Email:	jay_dwight@bigpond.com

Nature of work:

Work Description:

Please inspect and repair as necessary roller door not working. The Eastern Door is very aged and probably will need replacement. Axle and springs may be too aged to repair. Please provide quote if not able to repair.
Please also service the one next to the eastern door on the western side.

Please contact Peter Kemp being your point of contact on 0477 914 927 so he can be present to provide access

Priority: High

Property Manager Name:	Susanne Mitchell
Property Manager Email:	susanne.m@upstate.com.au
Property Manager Phone:	0417029270

Additional Information:

Access contact: Peter Kemp 0477 914 927

Images:

Invoicing to:
Mangraviti Investments 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.