Work Order Number: 0003812

External Work Order Number/Reference: Roller door needs to be serviced - 4B West Street

UPSTATE

Date: 22 Jan 2026

{{ UPSTATE}}

To Supplier:
All Doors (NSW) Pty Ltd

PO Box 132
Leppington
Leppington NSW 2179
AUSTRALIA

Email to:
sales@alldoorsnsw.com.au

Property Name: **4B West Street Brookvale NSW 2100 , 760-764 Pittwater Road & 4B West Street Brookvale**

Property Address: 4B West Street Brookvale NSW 2100, 760 - 764 Pittwater Road & 4B West Street Brookvale NSW 2100
AUSTRALIA

Tenant Name:

Tenant Phone:

Tenant Mobile:

Tenant Email:

Nature of work:

Work Description:

Roller door needs to be serviced as it is not operating correctly.

Property is vacant so please collect keys from Upstate office for access

4B West Street, Brookvale

Priority: None

Property Manager Name: Bree Morris

Property Manager Email: bree.m@upstate.com.au

Property Manager Phone:

Additional Information:

Images:

Invoicing to:
Global Sourcing 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.