

## WORK ORDER - Job No.024276

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

**Issued:** 20/09/2022  
**Due:** 01/01/1900

**Supplier**

**Tel:** 0417 528 785  
**Fax:**

**Email:** sales@alldoorsnsw.com.au  
**Contact:** Dominic

Job Address	Invoice
The Owners of Strata Plan 12888 61 Walton Crescent ABBOTSFORD NSW 2046	The Owners of Strata Plan 12888 ABN 41858069643 c/o Titles Strata Management Pty Ltd PO Box 514 DRUMMOYNE NSW 1470
Agent Contacts	
<b>Strata Manager:</b> Alyssa Ho  <b>Contact for Enquiries:</b> Alyssa Ho	Tel: 1300 173 553 Fax: 02 9719 8706 invoices@tsmstrata.com.au

Access Contact
Justin Viney 5/61 Walton Crescent ABBOTSFORD NSW 2046 (M) 0403 137 913 (E) jpviney@bigpond.com

Access Instructions

Job Description	Cost limit	\$1,696.20
Re. Unit 5 Garage Door  On behalf of the OC, please proceed urgently to unit 5's garage door repairs at the total cost of \$1,696.20 Incl. GST		

**INVOICE REQUIREMENTS FOR REPAIR WORKS**

Please ensure that your invoice is itemised and includes the following:

- Work Order Number;
- Detailed description of the repair (including Unit Numbers);
- Photos of the repair, before and after;
- Commentary on the causation of the issue;
- Itemised costing of your search & find/investigation fee;
- Itemised costing for the repair to rectify the issue;
- Itemised costing for the reinstatement works to make good; and

## **INVOICE REQUIREMENTS FOR PROCESSING**

For efficiency when processing your invoice, please:

- Send invoice to [invoices@tsmstrata.com.au](mailto:invoices@tsmstrata.com.au);
- Ensure the invoice is in a PDF document format; and
- Place Work Order Number clearly on invoice

## **STRATA MANAGING AGENTS MINUTE OF DELEGATED POWER**

As per Section 55 of the Strata Schemes Management Act 2015 - The Strata Managing Agent is an authorised agent of the client and accepts no responsibility for payment of any accounts rendered by you in their own right. No invoice will be processed which refers to work carried out or a service provided to more than one client or which is not invoiced to the Strata Owners as above. Provisions for Workers Compensation and Public Liability Insurance is the sole responsibility of the Contractor. Your quotation or invoice must provide an ABN and GST registration number if applicable and comply with GST legislation.