Bonded Strata Management Strata Schemes Management Specialists

ABN 24 054 295 804 **Licence 843043 Ph 9718 4022 PO Box 131 Earlwood 2206**

Date: 5th February 2025
Contractor All Doors (NSW) Pty Ltd
Phone: 0417 975 669 Email: sales@alldoorsnsw.com.au
Public Liability Expiry: Policy No.: Provider:
Workers Comp Expiry: Policy No.: Provider:

Dear Team

SP 3878 Address: 48 Oatley Ave, Oatley
Contract Acceptance of Project: Install 1 x new complete tilt garage door Unit 4

This is to confirm the Owners Corporation's acceptance of your Quotation No: QU-1659 dated 3rd February 2025 in the amount of $2,211.00 including GST to carry out the outlined works.

To comply with legislation, you are required to provide the following and conduct your own risk assessment before you are authorised to proceed with the job and receive payment:

- ❑ Written Agreement (under $5000 job cost; Small Jobs Contract)
- ❑ Photocopy of Trade License to match contractor details on contract must be provided
- ❑ Public Liability & Personal Accident Insurance Certificate
  Workers Compensation Insurance Certificate
- ❑ Conduct risk assessment & proceed only if safe to do so in line with OH&S /Workcover regulations.
- ❑ Assume responsibility of Principal Controller.
- ❑ It is your responsibility that works carried out by you or your contractors comply with all codes, including **but not** limited to: Building, Fire, Pool and Local Council requirements.
- ❑ Book the work, including with residents for internal unit works, and advise our office of the start date giving ample notice for us to notify residents for external works.
- ❑ You are required to install a notice at the property.
- ❑ **We only accept hardcopy invoices received by mail.**

We look forward to receiving the necessary documentation and to your compliance.

Yours faithfully

Voula Pantelis for Desi Fletcher / Director
Bonded Strata Management
Liability limited by a scheme approved under Professional Standards Legislation.

Office Info:

Diary: Contract …… Insurances ……..…… Start Date ……

Contract Received And Executed YES …….. NO …… Do not pay without executed Contract
Funding: Total from CW Fund $2,211.00 incl GST
Invoice No: …… Date: …… Int: ……..…...