Work Order Number: 0003587

External Work Order Number/Reference: Roller door not functioning properly

UPSTATE

Date: 28 Jul 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: **, 681 Pittwater Road Dee Why**

Property Address: , 681 Pittwater Road
Dee Why NSW 2099
AUSTRALIA

Tenant Name:

Tenant Phone:

Tenant Mobile:

Tenant Email:

Nature of work:

Work Description:

Jill from Discounted Vitamins called this morning to report the roller door is not functioning. They went to close it last night and it stopped half way, and made a loud bang. It then dropped straight down, and they haven't touched it since, as they said last time something like this happened, the door came completely off its tracks. Please let me know if you would like me to arrange a trade to attend. It's the type of roller door that you put your key into and turn it, for it to go up and down.

Priority: None

Property Manager Name: Bree Morris

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

Property Manager Phone:

Additional Information:

Images:

Invoicing to:
George Panos, Anastasia Ioannou ATF George and Anastasia Panos Superannuation Fund & A Ioanou & G Panos

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.