

# BOYD – 5 CARAVEL LANE, DOCKLANDS

Apartment Key/Common Access Key Order Form

Owners Corporation PS438893N

## STEP 1 – Fill in your details.

SYSTEM NO: 5A105

Full Name: Mr/Mrs/Ms/Miss..... Apt No: .....

Delivery Address: .....

Phone Number: (BH) ..... Mobile: .....

**NOTE: If you are a Managing Agent, please provide proof of lease to this order form; if you are a tenant, please provide this to your Managing Agent first.**

SIGNATURE ..... DATE .....

## STEP 2 – How many Apartment Keys do you require? - \$24.00 per key plus delivery fee\*

Key Code: B..... Quantity Required: .....

## STEP 3 – How many Common Access Keys do you require? - \$24.00 per key plus delivery fee\*

Key Code: B..... Quantity Required: .....

**\*Note: please select one of the following delivery methods**

Registered Post \$15.00  Express Post \$22.00  Courier: POA  Ring When Ready for Collection

## STEP 4 – PAYMENT METHODS:

**EFT Payment** - a pro-forma invoice will be sent including banking details via EMAIL

**Credit Card** Details:  Visa/MasterCard  Amex  Diners

Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CCV \_\_\_\_\_

**Cheque** - please send a copy of this completed form with cheque

**Company Account** – INVOICE TO: Company Account Name: \_\_\_\_\_

Omega Account Code: \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Invoice to be sent with goods.  Invoice to be sent to Company Account holder

**STEP 5 – Email this order form to [info@propis.com.au](mailto:info@propis.com.au) who will authorise your purchase of keys by signing below, then forward to Omega Security Solutions for processing.**

Authorised Signatory from PROPIS

Name ..... Signature .....

Owners Corporation Manager  
PROPIS (Property Investment Services Pty Ltd)  
Level 5, 517 St Kilda Road, MELBOURNE VIC 3004  
Ph: 9867 7677; E: [info@propis.com.au](mailto:info@propis.com.au)

Mastering Keying Department  
Omega Security Solutions  
Cnr Francis & Fraser St, YARRAVILLE VIC 3013  
Ph: 9689 3488; E: [keys@omegacorp.com.au](mailto:keys@omegacorp.com.au)