PALLADIO – 15 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? - $30.00 per key plus delivery fee*

Key Code: P..... Quantity Required: .....

STEP 3 – How many Common Access Keys do you require? - $30.00 per key plus delivery fee*

Key Code: P..... Quantity Required: .....

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

☐ Registered Post $16.50 ☐ Express Post $25.00 ☐ 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 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

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