PALLADIO TOWER – 15 Caravel Lane, Docklands

Security Access Swipe/Garage Door Remote – Order Form

PS438893N – OC 1

STEP 1 – Fill in your details.
Full Name: Mr/Mrs/Ms/Miss.....…….....…… Apt No: .....

Your Email address: .....…….....……

COLLECTION IS ONLY AVAILABLE FROM THE BUILDING MANAGER'S OFFICE AFTER YOU HAVE BEEN CONTACTED TO CONFIRM ITEMS ARE READY FOR PICKUP. YOU WILL RECEIVE AN EMAIL OR SMS NOTIFICATION WHEN THEY ARE READY.

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

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

SIGNATURE …….....… DATE ……..….....

STEP 2 – How many security swipes do you require?

Please supply ….....……. X security swipes @ $80.00 each = Total Cost $…….....

STEP 3 – How many garage door remote controls do you require?

Please supply ….....……. X garage remotes @ $180.00 each = Total Cost $…….....

STEP 4 – PAYMENT METHODS:
You can make payment using BPAY, the DEFT payment system, or EFT to the bank account below. Cash, cheques, and money orders are no longer accepted for payments.

Make your payment via EFT:
Account Name: OC 1 Plan No 438893N
BSB: 183334 Account: 263818239
Ref: Apt no, Item & Quantity ordered *(Example: 0000 Boyd - 1 x Swipe)*

STEP 5 – Post or Email this order form with the payment details to the following or lodge with the Building Manager (Marc Drew) on site to activate your fob/swipe:

Property Investment Services Pty Ltd ABN: 73 820 816 547
Level 5, 517 St Kilda Road, Melbourne, Vic, 3004
Email: info@propis.com.au Tel: 03 9867 7677
Website: www.propis.com.au

STEP 6 – Once your payment has been received and required documents provided, the Building Manager will program your security swipes and advise you when ready for collection.

Remote Control / Access Swipe Number: .....

Building Manager Authority: .....

STEP 7 – Should you have any queries, please contact:

Owners Corporation Manager	Ph: 03 9867 7677
Marc Drew, Building Manager	Ph: 0439 909 936

N.B.
At collection of your new access swipes/remotes – an audit will be conducted of all active access swipes and remotes held for this apartment. This will also be undertaken at the Building Manager's office.
Please bring your swipes/remotes with you as all other access swipes and/or remotes will be either suspended until audited or removed permanently from the access system at this audit.