



## WORK ORDER FORM

- |                                                     |                                 |                                                                |                                 |
|-----------------------------------------------------|---------------------------------|----------------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> Sinking Fund Forecast      | <input type="checkbox"/> Update | <input type="checkbox"/> Asbestos Survey *                     | <input type="checkbox"/> Update |
| <input type="checkbox"/> Insurance Valuation        | <input type="checkbox"/> Update | <input type="checkbox"/> Asbestos Register & Management Plan * |                                 |
| <input type="checkbox"/> Compliance Report (Safety) | <input type="checkbox"/> Update | <input type="checkbox"/> Utility Cost Management Report        | <input type="checkbox"/> Update |
| <input type="checkbox"/> Maintenance Report         | <input type="checkbox"/> Update | <input type="checkbox"/> Engineers Report                      |                                 |
| <input type="checkbox"/> Safety & Maintenance Combo | <input type="checkbox"/> Update | <input type="checkbox"/> Other _____                           |                                 |

\* It is highly recommended, that an Asbestos Management Plan and Register be ordered at the same time as the Asbestos Survey. The Body Corporate will only be charged for the Management Plan and Register if Asbestos is identified.

### CORRESPONDENCE TO:

Full Name \_\_\_\_\_ Company \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### BUILDING INFORMATION:

Building Name \_\_\_\_\_ CTS Number \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Number of Lots \_\_\_\_\_ Year Built \_\_\_\_\_ Are Registered Plans Available?   
 Building Format Plan (BFP/BUP)  Standard Form Plan (SFP/GTP)  Building Management Statement  Non Strata  
 Is an onsite meeting required?  Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Is key access required?  Yes  No Keys are available from: \_\_\_\_\_

### SINKING FUND FORECAST: Please complete

Financial Year Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Balance at Start of Financial Year: \$ \_\_\_\_\_  
 Registered for GST  Yes  No Total Annual Sinking Fund Levy \$ \_\_\_\_\_  
 Stage development  Yes  No **Divided** by number of unit entitlements \_\_\_\_\_  
 Are lift refurbishments to be included?  Yes  No **Equals** annual sinking fund levy per entitlement \$ \_\_\_\_\_  
 Is there any additional income applicable to the fund? (eg. communications towers or signage rentals)  Yes  No  
 If so, please specify: Income Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per annum  
 Is painting to be included?  Yes  No (Please note additional charges will occur)  
 Are there any special by-laws or other issues that may affect the services we are providing? For example are there any known defects, works recently completed or in progress, quotes for work, due or in progress, any special contracts (such as annual painting or lift maintenance) or other maintenance history? Please detail below:

### INSURANCE VALUATION: Please complete

Current Building Sum Insured: \$ \_\_\_\_\_ Date policy commenced: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FINAL REPORT DETAILS:

Date report required by: \_\_\_\_/\_\_\_\_/\_\_\_\_ or:  Within 4 Weeks  
 Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Quote Reference: \_\_\_\_\_

**Please fax form back to 1300 136 037 or email to [orders@solutionsinengineering.com](mailto:orders@solutionsinengineering.com)**

\* Please note if plans are not made available, they will be purchased at a cost of \$22.00 to the Body Corporate

**Should you have any queries, please do not hesitate to call us on 1300 136 036**

All services provided by Solutions in Engineering are supplied on the basis of 'Supply Terms and Conditions' which are available from our office or from our website [www.solutionsinengineering.com](http://www.solutionsinengineering.com)