

**TAX INVOICE**

**FOB/SWIPES/REMOTES ORDER FORM**

**This form is ONLY to be completed by the Lot Owner or Managing Agent.**

**APPLICANT DETAILS**

Property Address: .....

Owner's Name: .....

**OR**

Agent's Name: ..... Agency Name:.....

Contact Number: .....

Email Address: .....

**ORDER DETAILS:**

Please state the reason for the order:

.....

**Note: In case you have lost swipe or remote, please report it to the Owners Corporation Manager who will deactivate the lost device immediately. There may be additional cost if a security contractor is required to deactivate the lost device.**

	Cost	Quantity	Total
<input type="checkbox"/> Access Fobs/Swipes (limits on the number of access fobs may apply)	\$36.00		
<input type="checkbox"/> Remotes (limited to once per car space only)	\$106.00		
<input type="checkbox"/> Postage Delivery address: .....	\$15.00		
<input type="checkbox"/> Pick up from MOCS office or onsite Building Manager (if any)	Nil	Nil	
<input checked="" type="checkbox"/> Administration charge	\$44.00		\$44.00
<b>TOTAL COST (including GST)</b>			

**PAYMENT DETAILS**

Pre-payment is **COMPULSORY**. No order will be released without prior payment.

**Method of Payments: Credit Card payment**

Details: Visa  Master Card

Card Number: ..... Exp: ..... CCV: .....

Signed by: .....

Please submit this form to the Owners Corporation Manager via email on [info@mocs.com.au](mailto:info@mocs.com.au)

*Office use only*

Fob/remote Serial No.: .....

Date Processed:..... Date Posted:.....