

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)			
<input type="checkbox"/>	Remotes (limited to one per car space only)			
<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		
TOTAL COST (including GST)				

PAYMENT

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

Please submit this form to the Owners Corporation Manager via email on info@mocs.com.au

The charge will be added to the Lot Owner's account and an invoice will be issued to the Applicant (Owner or Managing Agent).

Once payment is received, the fob/swipe/remote will be ordered and forwarded to the recipient.

Signed by:

Office use only

Fob/remote Serial No.:

Date Processed:.....

Date Posted:.....