



PURCHASERS STRATA INSPECTIONS PTY LTD

ABN – 12 002 682 528

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Sydney Office 587 Bunnerong Road Matraville NSW 2036

Brisbane Office PO Box 766 Coolumb Beach Qld 4573

Phone 1300 STRATA or 1300-363-774

FAX ORDER TO 1300 365 774

SECRET BALLOT RETURNING OFFICER BOOKING

STRATA MANAGER DETAILS

Name _____
Address _____
Suburb _____ Post Code _____
Reference _____ Contact Person _____
Telephone _____ Fax _____ Email _____

BODY CORPORATE DETAILS

CTS No _____ Name of Building _____
Address _____

EXACT DETAILS OF WHERE THE MEETING WILL BE HELD

Exact Street Address _____
Suburb _____ Room/Floor/Location _____
Meeting Date _____ Meeting Time _____
Emergency Contact _____ Emergency Contact Mobile _____

Attached is a copy of the Motion

We will email a copy of the Motion shortly

Attached is a copy of the Agenda

We will email a copy of the Agenda shortly

OUR CREDENTIALS

PSI have been operating in Queensland for more than 13 years. We set the standard by being the first Company in Australia to inspect books and records in 1976 under the guidance of Gary Bugden. During this time we have proven ourselves to be a professional, totally independent and a reliable and trustworthy organisation.

PSI have experienced, trained and competent staff who you know and who live in your local area however, more importantly, PSI's staff match the criteria set down in the Body Corporate and Community Management (Accommodation & Standard Modules) Regulation(s) and can be available when returning officer duties are required.

OUR FEES

If you require a returning officer in business hours, our fee for this service is \$88.00 inclusive of GST for the first hour and \$44.00 inclusive of GST per additional half-hour or part thereof. Our "out of hours fee" including weeknights (after 5.00 p.m.) and Saturdays are \$110.00 inclusive of GST for the first hour and \$44.00 inclusive of GST per additional half-hour or part thereof. If the service is to be conducted remotely from your office an additional \$1.54 per km (one way measured from your office) is payable.

As always all PSI services will be properly invoiced to the strata plan and PSI will provide you with a brief record of the service and a declaration of our independence soon after the service has been delivered. A 30 day account will be forwarded with our declaration

To book a PSI returning officer call 1300 363 774 or fax this form

SYDNEY NEWCASTLE WOLLONGONG NOWRA BATEMANS BAY PORT MACQUARIE COFFS HARBOUR BYRON BAY BRISBANE
CAIRNS TOWNSVILLE SUNSHINE COAST GOLD COAST PORT DOUGLAS COOLANGATTA TWEED HEADS TOOWOOMBA