



Swipes Order Form
1-19 Colombo Street, Mitcham

Date: _____

Property Details

Unit No: _____ Street Address: _____ Lot No: _____

Owner: _____ Agent: _____

Ordered by: _____ Signed: _____

Phone: _____ Email: _____

Please note: swipes may only be ordered by the Owner or Managing agent

Delivery Details

Item to be collected from Australia Post on receipt of Registered Post advice.

Deliver to: Mr/Mrs/Ms _____

Address: _____

Phone: _____ Email: _____

☐ Person above is tenant ☐ Person above is owner ☐ Person above is agent

PLEASE COMPLETE CORRECTLY OR THE ORDER WILL NOT BE PROCESSED

1	Swipe	\$25.00 ea	Quantity: _____	Cost: \$ _____
2	Processing Fee	\$10.00	(compulsory)	Cost: \$ <u>10</u>
3	Postage Fee	\$5.00	(if applicable)	Cost: \$ _____
<input type="checkbox"/>	Please TICK box to collect swipe from Building Manager			(no postage) Total: \$ _____

Method of Payment:

1. Payment by DEFT payment system. Invoice will be generated and emailed to agent or owner only. Payment must be made as soon as possible. Invoice to be emailed to:

2. Payment by Cheque

Chq No: _____ Bank: _____ Drawer: _____

Cheque payable to: Owners Corporation 632398

Please return completed form to:

Engine Property Group
PO Box 589
East Melbourne VIC 8002

OR reception@enginepropertygroup.com.au

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