VBCS
VICTORIA BODY CORPORATE SERVICES PTY LTD
your strata care company

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Port Melbourne Vic 3207

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KEY/SWIPE/REMOTE ORDER FORM

APPLICATION DATE: .....

BUILDING:

OWNER'S CORPORATION PLAN NUMBER: ..... UNIT NUMBER: .....

STREET ADDRESS: .....

REQUESTER: ☐ OWNER ☐ AGENT ☐ OTHER (please specify) .....

NAME: ..... AGENCY: .....

EMAIL: ..... MOBILE: .....

KEY ORDER:

QUANTITY: ..... ENGRAVED CODE (RESTRICTION): .....

LOCKSMITH ON KEY: ..... KEY OPENS: .....

ADDITIONAL INFORMATION: .....

.....

REMOTE ORDER:

QUANTITY: ..... FOR ACCESS TO: .....

FOB/SWIPE ORDER:

QUANTITY: ..... FOR ACCESS TO: .....

COLLECTION:

REGISTERED POST (NO ADDITIONAL CHARGE) ☐ COLLECT FROM VBCS OFFICE ☐

ATTENTION: ..... COMPANY: .....

ADDRESS: ..... P/C: .....

MOBILE NUMBER: .....

I/We acknowledge that a VBCS processing fee of $72.00 in addition to the supplier invoiced items WILL BE CHARGED TO THE OWNER'S ACCOUNT DIRECTLY upon submission of this order.

REQUESTER AUTHORISED: .....

Please email completed form to keys@vbcs.com.au