VBCS
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KEY / SWIPE / REMOTE ORDER FORM

APPLICATION DATE: .....

BUILDING:

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

STREET ADDRESS: .....

REQUESTER: ☐ OWNER ☐ AGENT

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

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

KEY ORDER:

QUANTITY: ..... ENGRAVED CODE: ..... KEY OPENS: .....

QUANTITY: ..... ENGRAVED CODE: ..... KEY OPENS: .....

QUANTITY: ..... ENGRAVED CODE: ..... KEY OPENS: .....

REMOTE ORDER:

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

FOB / SWIPE ORDER:

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

COLLECTION:

☐ *EXPRESS POST WITH SIGNATURE REQUIRED UPON RECEIPT*

☐ *EXPRESS POST WITHOUT SIGNATURE REQUIRED UPON RECEIPT (at requester's own risk**)*

☐ *COLLECT FROM VBCS OFFICE (provide "attention" name & mobile number only below)*

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

ADDRESS: ..... POST CODE: .....

MOBILE NUMBER: .....

ADDITIONAL INFORMATION:

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Upon submission of this order form the requester acknowledges that a VBCS processing fee of $72.00 in addition to the supplier invoiced items will be charged to the owner's account directly.

****VBCS and the Owner's Corporation does not take any responsibility for failed delivery of parcels when sent without signature required upon receipt. Australia Post investigation will be the responsibility of the requester and replacement of items (if required) will be at the requester's own cost.**

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