

Strata Services Work Order

1. Please download this form to your computer and then open it. Do not fill out this form in your internet browser.
2. Complete the fields below, including the property details.
3. **Email back to admin@archi-qs.com.au along with a copy of the strata plans.**
4. Reports can take up to 3 weeks to deliver.

Work Order Request

Name of person making request	Company	Contact Number	Work Order No	Date(dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request for:	Initial	Update		Initial	Update
10 Year Capital Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Valuation Report	<input type="checkbox"/>	<input type="checkbox"/>	Allocation of Costs Report	<input type="checkbox"/>	<input type="checkbox"/>
Work Health & Safety Report	<input type="checkbox"/>	<input type="checkbox"/>	Initial Maintenance Schedule	<input type="checkbox"/>	<input type="checkbox"/>

If report is needed by a certain date (e.g. next AGM) please specify:
dd/mm/yy

Property Details

Deposited of Strata Plan Number	No of Lots	Street Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do the owner's corporation wish to meet on site Yes ☐ No ☐

If yes, Rep's Name

Email Contact Number

Information for Capital Works Plan Only

Financial Year Start (dd/mm/yy)
Please note that your forecast will start from this date)

Balance at financial year start	Levy at financial year start	Figures include GST
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are there any special by-laws /issues (e.g. known defects, works recently completed or in progress, other maintenance history) that may affect the service we are providing? If so, please provide the details and cost.

Description	Cost Incl. GST
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Have child safety locks been installed Yes ☐ No ☐

Process

Provide e-mail address of recipient:

Please send report to Please send invoices to

Thank you, if you have any queries please do not hesitate contact us.

Head Office

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