



## ADHOC GUARD ORDER

<b>FULL NAME</b>		<b>Phone No.</b>	
<b>Building Name</b>		<b>Unit No.</b>	
<b>Street No.</b>		<b>Street Name</b>	
<b>Move in/Out</b>		<b>Removal Date</b>	
<b>Start (24Hrs)</b>		<b>Finish (24hrs)</b>	
<b>Email Address</b>			
<b>CLIENT Acknowledgement:</b> I have read and understood the move in/out procedures as outlined by Jackson's Landing RSM.			
<b>Signed</b>		<b>Date</b>	

❖ Clients to bring all paperwork including payment receipt on removal day

### Costings of AD HOC Guard at Jackson's Landing

Dear Resident,

The costing's and payment details for move in/out procedures are as follows:

	Hourly Rate	GST	Minimum 4 hours
Charge Fee	\$43.00	\$4.30	\$189.20
Premium Fee <small>Within 48 hours of move</small>	\$50.00	\$5.00	\$220.00

- ❖ All moves in/out are charged at **a minimum of 4 hours**, with moves taking longer than 4 hours being charged at the hourly rate of \$43.00 plus GST per hour or part thereof. The client acknowledges this and agrees to pay all applicable fees.
- ❖ Please note payment is required **at the time of booking.** Bookings are not confirmed until payment has been received and all funds are cleared.
- ❖ Cancellation Policy – if cancelled more than 48 hours prior to move time, full refund will be given. If cancelled under 48 hours of move, payment is forfeited.

#### OFFICE USE ONLY

Payment: Credit Card / Direct Debit

Payment Processed:

Payment Received:

Booking Number:

Email confirmation sent:

**Australian Frontline Solutions Pty Ltd**  
Trading as:

AFS Security  
AFS Training  
AFS Compliance  
AFS Facilities  
AFS Events



Email: [Info@afssolutions.com.au](mailto:Info@afssolutions.com.au)  
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### **For Payment via Bank Transfer -**

Bank: **St George – Corrimal**

Account Name: **Australian Frontline Solutions Pty Ltd (AFS Security)**

BSB No: **112 - 879**

Account No: **4768 - 44022**

Reference No: Surname, Building, Street & Unit No.

(Once transfer is complete, please forward a copy of receipt to [security@afssolutions.com.au](mailto:security@afssolutions.com.au))

### **For Payment via Credit Card -**

Please forward the following credit card details and email a copy to email address [accounts@afssolutions.com.au](mailto:accounts@afssolutions.com.au) or alternatively drop original at Guard House 5 days in advance.

Credit Card Type: MasterCard / Visa (American Express and Diners not accepted)

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSV: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

Should you wish to proceed with this service, we require the letter and payment details above as well as the Ad hoc Guard Order Form to be completed by an authorised representative and returned by email to [security@afssolutions.com.au](mailto:security@afssolutions.com.au) no later than 5 business days (Monday – Friday 9am – 3pm) before the intended move date in order to assure the coverage of your move in/out service.

Our Services are subject to the attached standard terms and conditions.

If you would like any further information, please call the Guard House at Jackson's Landing on **8565 9494** or our head office on **1300 660 164**  
Additional information about any of our services can also be obtained from our website [www.jacksonslanding.com.au](http://www.jacksonslanding.com.au)