

Australian Frontline Solutions Pty Ltd
Trading as:

AFS Group
AFS Security
AFS Training
AFS Compliance
AFS Events
Secure Tours & Travel



Email: security@afsgroup.net.au
Suite 4, Level 1, 305-307 Kingsway,
Caringbah NSW 2229
PO Box 544
Caringbah NSW 1495
ABN: 24 142 839 334
M/L: 000 102 526
www.afsgroup.net.au

ADHOC GUARD ORDER

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

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

Costings of AD HOC Guard at Jackson's Landing

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

- ❖ All moves will be charged from 15 minutes PRIOR to the move out time to allow guard time to do pre inspection of areas BEFORE any belongings are moved in/out. No move can commence until such time this report is complete.
- ❖ All moves in/out are charged from the time it is booked for at **a minimum of 4 hours** (as per the industry award), with moves taking longer than 4 hours being charged at the hourly rate of \$43.00 plus GST or \$50.00 plus GST for each hour or part thereof. The client acknowledges this and agrees to pay all applicable fees. This charge will be debited against the credit card details on the Payment Details Form unless prior arrangements have been made directly with AFS Security and confirmed in writing.
- ❖ 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. This includes changes to commencement times within that time frame.
- ❖ AFS Security is in no way responsible for any delay or failure to attend by the residents chosen removalist
- ❖ Credit Card details MUST be provided even if payment has been made by Direct Debit or Cash, and will be destroyed once move has completed and no further charges are due (i.e if your move goes over the minimum of 4 hours)

OFFICE USE ONLY

Payment: Credit Card / Direct Debit

Payment Processed:

Payment Received:

Booking Number:

Email confirmation sent:

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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@afsgroup.net.au)

For Payment via Credit Card -

Please forward the following credit card details and email a copy to email address accounts@afsgroup.net.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@afsgroup.net.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