



SENTINEL SECURITY
GROUP PTY LTD

M/Lic 405 998 841
ABN 33 080 700 581

MOVE COORDINATOR / ADHOC GUARD MOVES BOOKING FORM

Full Name		Phone No.	
Building Name		Unit No.	
Street Number		Street Name	
Move In / Out	<u>Please Circle</u> IN / OUT	Removal Date	
Start Time	am / pm	Finish (24hrs)	am / pm
CLIENT Acknowledgement: I have read and understood the move in/out procedures as outlined by Jackson's Landing RSM.			
Signed		Date	
Email Address (for your Tax Invoice and Receipt)			

Price Schedule	Hourly Rate (Inc GST)	Minimum 4 hours
Charge Fee Monday - Friday	\$66.00	\$264.00 (Inc GST)
Charge Fee Saturday	\$82.50	\$330.00 (Inc GST)
Premium Fee Within <u>48</u> hours of move	\$99.00	\$396.00 (Inc GST)

- **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. If move commencement times are amended with less than 24 hours notice, the rate of Charge will be altered to the Premium Fee.
- 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 according to price schedule. 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. A remittance receipt or proof of payment will speed up the process.
- Sentinel Security Group is in no way responsible for any delay or failure to attend, by the resident's chosen removalist.
- Payment must be made by **Direct Deposit to the below details**. If your move goes over the minimum of 4 hours, further charges are due for **every hour or part thereof** to be included on the Tax Invoice and will be issued after the move date.

PRIOR TO MOVE BEING PROCESSED AND PAYMENT TAKEN, YOUR LOCAL BUILDING MANAGER NEEDS TO APPROVE YOUR MOVE

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PAYMENT METHODS ACCEPTED – Bank transfer. NO CASH

For Payment via Bank Transfer -

Bank: **ANZ**
Account Name: **Sentinel Security Group Pty Ltd**
BSB No: **012-071**
Account No: **351 069 106**
Reference No: **Surname, Building, Street & Unit No.**

Once transfer is complete, please forward a copy of receipt to: JL_moves@sentinelsecuritygroup.com.au

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 JL_moves@sentinelsecuritygroup.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 standard terms and conditions.

If you would like any further information, please call the Guard House at Jackson's Landing on **02 8565 9494** or our head office on **1300 880 880**.

Additional information about any of our services can also be obtained from the website www.jacksonslanding.com.au