

## WORK ORDER FORM

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Fire Safety Report Package</b> inc Fire Safety Report, Fire Evacuation Plan & Evacuation Signs | <input type="checkbox"/> <b>Fire Safety Report</b>      |
| <input type="checkbox"/> <b>Fire and Evacuation Plan</b>   | <input type="checkbox"/> <b>Document Compliance Box</b> |
| <input type="checkbox"/> <b>Evacuation Signs (Common Property)</b>   | <input type="checkbox"/> <b>First-Response Training</b> |
| <input type="checkbox"/> <b>Evacuation Signs (Short Term Letting)</b>  | <input type="checkbox"/> <b>Evacuation Practice</b>     |
| <input type="checkbox"/> <b>Responsible Person Training or Warden Training</b>   | <input type="checkbox"/> <b>Fire Safety Advisor</b>     |
| <input type="checkbox"/> <b>Act as Responsible Person including Evacuation Practise</b>                                    |   |

### CORRESPONDENCE TO:

Full Name \_\_\_\_\_ Company \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### BUILDING INFORMATION:

Building Name \_\_\_\_\_ CTS Number \_\_\_\_\_ Heritage Listed   
 Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Number of Lots \_\_\_\_\_ Year Built \_\_\_\_\_ Registered Plans Available?   
 Building Format Plan (BFP/BUP)  Standard Form Plan (SFP/GTP)  Building Management Statement  Non Strata  
 Is an onsite meeting required?  Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Is key access required?  Yes  No Keys are available from: \_\_\_\_\_

### ADDITIONAL DETAILS:

Is key access required?  Yes  No If yes, how many lots? \_\_\_\_\_  
 Building Classification (if known) \_\_\_\_\_ The Building contains:  Residential  Commercial  
 Has a responsible person been nominated?  Yes  No If yes, please provide details below:  
 Full Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EVACUATION SIGNS (if no preference is specified, the material will be laminated)

### Additional costs

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> <b>OPTION ONE:</b> A3 Laminated  | No Additional Costs                   |
| <input type="checkbox"/> <b>OPTION TWO:</b> Acrylic Snap Framed Signs - Laminated signs installed in a snap folded 2mm acrylic frame fixed with 2 stainless steel screws and plugs.*                            | A3 \$89 Per Sign<br>A4: \$79 Per Sign |
| <input type="checkbox"/> <b>OPTION THREE:</b> Customised Signage Package - Solutions in Fire will customise your signage option to suit your specific needs, arrange printing or fabrication and installation.* | Price on application                  |

\* Installation methods may vary from above due to the surfaces being fixed to, material availability and other factors

### FINAL REPORT DETAILS:

Date report required by: \_\_\_\_\_ Or SIF to Schedule   
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Quote Reference: \_\_\_\_\_

**Please Fax Form to 1300 136 037 or email us at [orders@solutionsinengineering.com](mailto:orders@solutionsinengineering.com)**

**Should you have any queries, please do not hesitate to call us on 1300 136 036**

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