image

photography • video • signage • property maintenance • marketing solutions

Property Maintenance Order Form

IMAGE GROUP SERVICES LTD
FAX: 381 2965
Office: 381 2964
Photographer: 027 247 9505
Sign Installer: 027 222 0616

Company/Branch : _____

Agent : _____ Contact # : _____

Order # : _____ Ref/ ID# : _____

Property Address: _____

Tenant Details : _____ Key Loc./Alarm # : _____ Contact # : _____

Maintenance required on: / /

Description of work required

Pre inspection Required ❑ **Inspection carried out** ❑ Date / /

(pre inspection charged at $25 incl. GST per visit)

Mileage Cost Agreed Cost Negotiated with Image $

(Any service carried out outside Metro Christchurch is charged @ $1.70 Incl. GST per Km)

Products Used

	QTY	Charge

Sub Contractor Details

Contact Details :

		Charge

Job Labour Charges

Start Time : _____ Finish Time : _____

		Charge

Total Costs