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| **ADDITIONAL APARTMENT KEY/COMMON ACCESS KEY - ORDER FORM**  **‘Metropol’ – P.S. 432208Q**  **352 Canterbury Road, St Kilda**  **UNLESS ALL SECTIONS ARE COMPLETED YOUR APPLICATION WILL NOT BE PROCESSED.**    **STEP 1 – Fill in your details. (Please use black pen) SYSTEM NO: 0349**    Full Name Mr/Mrs/Ms/Miss/Dr:……………………………................. Apartment No: ……………….    Delivery Address For Keys: .........................................................................................................................................    .................................................................................................................................. Postcode:……………….    Phone Number: (BH): .................................... Mobile Number:……………………………………….    Are you an OWNER, TENANT or AGENT?: ................................................................................( Specify)    NOTE: If you are a **TENANT** you will need to attach a copy of your signed lease agreement to the order form If you are an **AGENT** you will need to attach a copy of your signed management authority.    SIGNATURE: …………………………………………………… DATED: ………..…………  **STEP 2 –**  **How Many Apartment/Common area Keys Do You Require? – –**  **Cost is $25.00 per key (inc. GST)**    **If delivery required the keys delivered please add $15.00 for registered post TOTAL COST $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    Key Code: **AA**………… Quantity Required: ………  **STEP 3 – Preferred Payment Method (cheque or Money Order) (Please tick)**  **a)** □ **CHEQUE -Please make cheque payable to (Detail Door Hardware) b)** □ **Credit Card**  Name on Card: .................................................................................................................................    Type: .................................................................................................................................................    Number :……………………………………………………... Expiry Date: ……………..…………..  **STEP 4 – Email this order form** to **Rylie.vincent@bcssm.com.au who will authorise purchase of the keys:**    Phone: 96161699 Fax: 96161698     |  | | --- | |  |     **STEP 5 – Once the Strata Manager signs your Order Form it will be emailed directly to Detail Door Hardware**    **STEP 6 – Detail Door Hardware will supply and deliver your key(s) to you and charge you direct:**    Detail Door Hardware Ph: (03) 5221 4133  143 Fyans St Fax: (03) 5229 4633  GEELONG VIC 3220 Contact: Mark |