

APARTMENT KEY ORDERING PROFORMA
'EUREKA TOWER' – P.S. 437659C - SYSTEM NO: HN1088
7 Riverside Quay, Southbank Vic 3006

EUREKA



STEP 1 – Fill in your details. (Please USE BLOCK PRINT AND BLACK PEN)

Full Name Mr/Mrs/Ms/Miss/Dr: Apt No.
Address Postcode:.....
Email address:: Contact Number:.....
Residents Signature:..... Dated:.....

STEP 2 – Are you a TENANT? No Yes If Yes, see below.

IMPORTANT: TENANTS are to provide this form to their leasing agent for approval. Approved forms must be signed by leasing agent and accompanied by a signed lease agreement

Name of Leasing Agent: Leasing Agent Company:

Leasing Agent Signature:

STEP 3 – No. of Apartment Keys Required? - **\$31.00** each (inc.GST)

Key Code: **E**..... Quantity Required:
(The Key Code and number is found on your key)

Please call me when my key is ready to be picked up from Omega Corporate Security

Please deliver my keys to the relevant apartment at Eureka Tower.

*If you wish to have your order returned to Eureka Tower the cost is **\$16:50** for Registered post (1-10 days) or **\$25.00** Express Post. (Circle express post if required.)*

STEP 4 – Payment

Credit Card: Name:..... Type (visa/master etc).....

Card Number: Expiry Date:

By Invoice: Please invoice me. (Invoice will be sent by Omega to email address provided.)

STEP 4 – Return order form to Concierge and Building Management will check the relevant details and sign below. All orders must be signed by Building Management.

Building Management (Signature)

STEP 5 – Building Management send order to Omega Corporate Security who process the order.

Omega Corporate Security: 256 Hyde Street, Yarraville, VIC 3013 P 9689 3488

Office Use only

C.S.P No. _____ Assigned to _____

Date Entered. _____ Date Completed _____

Entered by _____ Completed _____