

Keys/Swipe/Remote Order Form

Applicant Details

Name	
Agency (if applicable)	
Phone	
Email	

Property Details

Apartment/Lot Number	
Street Address	
Suburb State & Postcode	

Key Order

QUANTITY	ENGRAVED CODE	KEY OPENS
QUANTITY	ENGRAVED CODE	KEY OPENS
QUANTITY	ENGRAVED CODE	KEY OPENS

Fob/Swipe Order

QUANTITY	FOR ACCESS TO
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Remote Order

QUANTITY	FOR ACCESS TO
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Collection

PLEASE TICK	
	EXPRESS POST WITH SIGNATURE REQUIRED UPON RECEIPT
	EXPRESS POST WITHOUT SIGNATURE REQUIRED UPON RECEIPT (at requester's own risk**)
	COLLECT FROM POCM OFFICE (provide "attention" name & mobile number only below)

Recipient name	
Apartment/Lot Number	
Street Address	
Suburb State & Postcode	
Recipient Phone	
Recipient Email	

Upon submission of this order form the requester acknowledges that a POCM processing fee of \$75 in addition to the supplier invoiced items will be charged to the owner's account directly.

****Positive OCM and the Owner's Corporation does not take any responsibility for failed delivery of parcels when sent without signature required upon receipt. Australia Post investigation will be the responsibility of the requester and replacement of items (if required) will be at the requester's own cost.**

Please email completed form to info@positiveocm.com.au