


|                        |   |
|------------------------|---|
| <b>UPGRADE REQUEST</b> |  |
|------------------------|---|

|                             |               |
|-----------------------------|---------------|
| <b>Helpdesk Job Number:</b> | <b>Store:</b> |
|-----------------------------|---------------|

|                    |                             |
|--------------------|-----------------------------|
| <b>Contractor:</b> | <b>Contact name/number:</b> |
|--------------------|-----------------------------|

**Please note-**  
**The One Stop Shop is your contact for all upgrade requests/enquiries.**  
**If urgent please call the One Stop Shop.**  
**If not urgent please email the One Stop Shop.**  
**Email - onestopshop@city-holdings.com.au**  
**Phone: 1800 040 585 (Option 4)**

**DESCRIPTION OF WORKS:**

**JOB STATUS:**                      **COMPLETE**                      **PENDING COMPLETION**

**TOTAL UPGRADE (EXC. GST) \$**

**UPGRADE BREAK DOWN - LABOUR COMPONENT**

| DESCRIPTION               | BH<br>HRS | AH<br>HRS | COST PER BH | COST PER AH | TOTAL EXC. GST |
|---------------------------|-----------|-----------|-------------|-------------|----------------|
| LABOUR – TRADESMAN        |           |           |             |             |                |
| LABOUR – APPRENTICE/OTHER |           |           |             |             |                |
| CALLOUT FEE BH            |           |           |             |             |                |
| CALLOUT FEE AH            |           |           |             |             |                |
| TRAVEL (INC. KMS)         |           |           |             |             |                |
| SUBCONTRACTOR MARK UP     |           |           |             |             |                |

**UPGRADE BREAK DOWN - PARTS COMPONENT**

*(Please note consumables can be grouped, and all main parts need to be itemised.)*

| DESCRIPTION | QUANTITY | UNIT<br>PRICE | TOTAL EXC. GST |
|-------------|----------|---------------|----------------|
| 1.          |          |               |                |
| 2.          |          |               |                |
| 3.          |          |               |                |
| 4.          |          |               |                |
| 5.          |          |               |                |
| 6.          |          |               |                |
| 7.          |          |               |                |
| 8.          |          |               |                |

I confirm the information provided above is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Name: \_\_\_\_\_