

PRIVATE WORKSHEET

all services attract 10% gst

AUTHORITY TO REMOVE GOODS

1	JOB CONTACT:						
2	COLLECTION ADDRESS						
3	DELIVERY ADDRESS						
4	DAY TIME CONTACT NUMBER	TEL			MOB		
6	JOB DATE				START TIME		
8	TYPE OF GOODS BEING COLLECTED	WHITE GOODS	FURN	CHINA	TOOLS	PIANO	POOL TABLE
		ANTIQUES	HEAVY ITEMS	DIFFICULT ACCESS	STAIRS	OTHER	
9	PACKING (indicate quantity to be packed, ie - house full, unit, sheds, rubbish, etc)	DETAILS:					
10	DAMAGE REPORT (ie scratches, chips, breakages, etc before or after)						
11	PAYMENT OPTIONS	DEDUCT FROM AUCTION PROCEEDS					
		7 DAY ACCOUNT - MAIL			CASH ON DELIVERY		
12	SPECIAL INSTRUCTIONS (return keys, house alarm, cars, storage, etc)						
13							
IF FOR AUCTION							
14	COMMISSION		%	GST / ABN REGISTERED?	YES	NO	
15	AUSTRALIAN BUSINESS NO (ABN) - IF APPLICABLE						
16	COMPANY NAME - IF APPLICABLE						
17	FULL NAME & ADDRESS FOR CHEQUE (IS IT AN ESTATE?) (IF DIFFERENT FROM ABOVE)						
18	AUCTION INSTRUCTIONS (if for auction)	NO RESERVES - AUCTIONEERS DISCRETION (SELL FOR BEST PRICE)		RESERVES REQUIRED - G&W TO PHONE		ESTIMATES REQUIRED - G&W TO PHONE	
_____ CARRIER'S SIGNATURE				_____ CLIENT'S SIGNATURE			