

DRAFTING INSTRUCTIONS

131 Leichhardt St
Spring Hill Q 4000

PO Box 699
Spring Hill Q 4004

p 07 3832 6935
f 07 3831 3999

drafting@stanfield.com.au

COMPANY

CONTACT PERSON

REFERENCE No.

ORDER No.

DATE

URGENCY

- NOT VERY 1-2 weeks
 NORMAL 4-5 days
 URGENT 2-3 days

DATE REQUIRED

TIME REQUIRED

REQUIRED

PLEASE TICK APPROPRIATE BOXES AND RETAIN A COPY FOR YOUR OWN RECORDS

DEPOSITED PLAN	<input type="checkbox"/>	
STRATUM PLAN	<input type="checkbox"/>	Location Plan <input type="checkbox"/> Administration Sheet <input type="checkbox"/>
LEASE PLAN	<input type="checkbox"/>	Land <input type="checkbox"/> Building <input type="checkbox"/>
PM LOCALITY SKETCH PLAN	<input type="checkbox"/>	
SKETCH PLAN	<input type="checkbox"/>	Should you require any plan at a size other than A3 , please mention preferred size of plan and scale below
SALES PLAN	<input type="checkbox"/>	
DETAIL PLAN	<input type="checkbox"/>	<input type="text"/>
BASE PLAN	<input type="checkbox"/>	
PROPOSAL PLAN	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	<input type="text"/>

SUPPLIED

SKETCH	<input type="checkbox"/>	Title of Plan <input type="checkbox"/>	LGA <input type="checkbox"/>	Conveyancing Notes <input type="checkbox"/>
		Datum Line <input type="checkbox"/>	Locality <input type="checkbox"/>	Comparisons <input type="checkbox"/>
		Surveyor ID <input type="checkbox"/>	Parish <input type="checkbox"/>	Lots & Addresses <input type="checkbox"/>
		Plans Used <input type="checkbox"/>	County <input type="checkbox"/>	Surveyed Date <input type="checkbox"/>
RELEVANT SEARCHES	<input type="checkbox"/>			
CURRENT TITLE	<input type="checkbox"/>			
CADASTRAL RECORDS	<input type="checkbox"/>			
ENQUIRY REPORT	<input type="checkbox"/>			
SCIMS	<input type="checkbox"/>			
DIGITAL FILE	<input type="checkbox"/>			
CADASTRAL MAP	<input type="checkbox"/>			
AERIAL PHOTO IMAGE	<input type="checkbox"/>			

PREVIOUS PLANS OVER SITE PREPARED BY STANFIELD'S Stanfield Ref No's

DELIVERY TICK EVERYTHING THAT WILL BE REQUIRED

CHECK PLOT <input type="checkbox"/>	EMAIL Acad Dwg <input type="checkbox"/> PDF <input type="checkbox"/>	HARDCOPY Post <input type="checkbox"/> Courier <input type="checkbox"/>	Express Post <input type="checkbox"/> Collection <input type="checkbox"/>
FINAL PLOT <input type="checkbox"/>	EMAIL Acad Dwg <input type="checkbox"/> PDF <input type="checkbox"/>	HARDCOPY Post <input type="checkbox"/> Courier <input type="checkbox"/>	Express Post <input type="checkbox"/> Collection <input type="checkbox"/>

PLEASE SUPPLY ADDITIONAL HARD COPIES

SPECIAL NOTES

OR SEE ATTACHED