

*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

<i>FORMAT</i>	Standard <input type="checkbox"/>	Volumetric <input type="checkbox"/>	Building Format <input type="checkbox"/>
			Exclusive Use <input type="checkbox"/>
			Service Location <input type="checkbox"/>
			Shared Access (BMS) <input type="checkbox"/>
			Occupation Authority <input type="checkbox"/>
<i>IDENTIFICATION SURVEY</i>	<input type="checkbox"/>		
<i>BUILDING LEASE</i>	<input type="checkbox"/>		
<i>MASTER PLAN</i>	<input type="checkbox"/>		
<i>DISCLOSURE PLANS</i>	<input type="checkbox"/>		
<i>PERMANENT MARK SKETCH</i>	<input type="checkbox"/>		
<i>DETAIL PLAN</i>	<input type="checkbox"/>		
<i>SALES PLAN</i>	<input type="checkbox"/>		
<i>BASE PLAN</i>	<input type="checkbox"/>		
<i>PROPOSAL PLAN</i>	<input type="checkbox"/>		
<i>LOT CLOSES</i>	<input type="checkbox"/>		
<i>MAPPING</i>	<input type="checkbox"/>		
<i>OTHER</i>	<input type="text"/>		

Should you require any plan at a size other than A3, please mention preferred size of plan and scale below

**SUPPLIED**

<i>SKETCH</i>	<input type="checkbox"/>	Title of Plan <input type="checkbox"/>	Locality <input type="checkbox"/>
		Cancelling Clause <input type="checkbox"/>	Surveyed By <input type="checkbox"/>
		Meridian <input type="checkbox"/>	Surveyed Date <input type="checkbox"/>
<i>RELEVANT SEARCHES</i>	<input type="checkbox"/>		
<i>CURRENT TITLE</i>	<input type="checkbox"/>		
<i>CURRENT SMARTMAP</i>	<input type="checkbox"/>		
<i>DIGITAL FILE</i>	<input type="checkbox"/>		
<i>BARCODE NUMBER</i>	Please Issue <input type="checkbox"/>	Supplied and retained by you <input type="text"/>	Previously reserved by Stanfield's <input type="text"/>
<i>PREVIOUS PLANS OVER SITE PREPARED BY STANFIELD'S</i>	<input type="checkbox"/>	Stanfield Ref No's or Barcode No's <input type="text"/>	

**DELIVERY**

TICK EVERYTHING THAT WILL BE REQUIRED

<i>CHECK PLOT</i>	<input type="checkbox"/>	<i>EMAIL</i>	PDF <input type="checkbox"/>	Acad Dwg <input type="checkbox"/>	
<i>FINAL PLOT</i>	<input type="checkbox"/>	<i>EMAIL</i>	PDF <input type="checkbox"/>	Acad Dwg <input type="checkbox"/>	Signed TIFF for lodgement <input type="checkbox"/>

**SPECIAL NOTES**

OR SEE ATTACHED