



PO Box 6019 Gold Coast Mail Centre 9726
F: (07) 5592 5944 T: (07) 5592 6511
E: service@ppmsystem.com
www.ppmsystem.com

22 December 2004

[click here to insert name field]
[click here to insert address field]

Fax Number: [click here to insert fax phone number field]

Dear [click here to insert name field]

CONTRACTOR'S APPOINTMENT CONFIRMATION

Further to our telephone conversation, this is to confirm that we have appointed your company to carry out work on our managed rental properties on behalf of the lessors.

To formalise this appointment and prior to commencing work, we will require you to complete, sign and return to our office the enclosed "*Contractor's Appointment Agreement*".

With increased litigation and in accordance with legislation changes, it is imperative that you are adequately licensed and insured to carry out work on a property.

Once you have read and completed the following appointment agreement, please attach your licenses and insurance cover and forward back to our office.

Please feel free to contact our office should you wish to discuss this further.

We look forward to working with you!

Yours faithfully,
[click here to insert company name field]

[click here to insert asset manager name field]

Asset Manager

Optional email-return address for correspondence: