T&T Corporation Pty Ltd
ABN 98 103 883 558
t/a Townsend Building Services
2/85 West Burleigh Road, Burleigh Heads 4220

Phone: (07)5474 9785
Fax: 1300 827 329
Email: sunshinecoast@tbs.com.au

Friday, 18 June 2021

[redacted]
MORGANS RD,
WINDERA QLD 4605

Dear [redacted]

We are pleased to inform you that Townsend Building Services has received approval from your Insurer to carry out rectification of the damage to your property.

To assist with any questions you may have regarding your home insurance claim, we have created a guide to understanding this process. View or download the guide here: https://www.tbs.com.au/insurance-claim-guide.

Due to the value of this repair we are required by law to have a contract in place prior to the commencement of the works and may also need to obtain Home Warranty Insurance on your behalf.

Please find enclosed the following:

- A copy of our Building Contract. Please complete the Lot/Plan section (you can obtain this information from your rates notice), sign at the bottom and return to us. Please retain a copy for your records.
- A copy of the scope of works for your records. Please contact this office immediately if you have any queries relating to this document.
- A copy of the Consumer Building Guide issued by the Queensland Building and Construction Commission for your information; please sign and return this document.

Upon receipt of your signed contract and Scope of Works, one of our supervisors will contact you to arrange a suitable time to commence the works.

Please Note:

Before any Insurance repairs can commence you are required to:

- **Sign the 'Building Contract' and 'Scope of Works' and return to us.**

Your job number is: S68049Q**.** Where you need to contact us for any reason please quote this number to help us promptly handle your enquiry.

Our records indicate that your contact details are as listed below. Please advise if these are incorrect or you prefer to be contacted on an alternative number.

Primary Contact Number: 07 4168 6028

Should you have any queries feel free to contact us. We look forward to being of service to you.

Yours Sincerely,

Townsend Building Services