

PBS Building (QLD) Pty Ltd

Printed on Sat 23 May 2020 at 02:09 pm AEST

Job #: 3-30.QD031 Wide Bay Water Aubinville STP  
95 Errol Street  
Maryborough, Queensland 4650  
07 3136 1333

## RFI REGISTER

| #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Subject              | Status | Responsible Contractor | Received From                   | Assignee              | Date Initiated | RFI Manager       | Due Date  | Closed Date | Action Required By | Location | Program Impact | Cost Code | Cost Impact |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------|------------------------|---------------------------------|-----------------------|----------------|-------------------|-----------|-------------|--------------------|----------|----------------|-----------|-------------|
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lockers - Master Key | Closed | Ozlockers Pty Ltd      | Barber, Ken (Ozlockers Pty Ltd) | Thompson, Terry (...) | 23/5/2019      | Bernard Sainsbury | 28/5/2019 | 27/5/19     |                    |          | TBD            |           |             |
| <p>Kristina Saedder Sent Thu 23 May 2019 at 11:34 am AEST<br/>Supplier of lockers (Ozlockers) have advised that they are experiencing difficulty in obtaining master keys for the lockers as the usual supplier is no longer in business.</p> <p>Alternatives suggested by supplier are:</p> <p><b>Q:</b></p> <ul style="list-style-type: none"> <li>Supply key operated L handle with no master key</li> <li>L Handle with provision for padlock (see attached image)</li> </ul> <p>Please review and advise your preference.<br/><a href="#">Ozlockers_L Handle with Padlock.jpg</a></p> <hr/> <p>Terry Thompson (Wide Bay Water) Responded Sun 26 May 2019 at 10:34 pm UTC<br/>Good morning Kristina<br/>The handles with the capability for padlock installation will be the tidiest solution for our needs. Please proceed with the supply on this basis.<br/>Thank you<br/>Terry</p> <p><b>A:</b> Terry Thompson<br/>Infrastructure Delivery Engineer<br/>t 07 4194 7651<br/>m 0407 624 847<br/>e terry.thompson@frasercoast.qld.gov.au<br/><a href="#">image001.jpg</a><br/><a href="#">image002.jpg</a></p>                                        |                      |        |                        |                                 |                       |                |                   |           |             |                    |          |                |           |             |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Switchboard Matting  | Closed |                        | None                            | Baker, Jeremy (Ke...  | 1/4/2019       | Bernard Sainsbury | 3/4/2019  | 27/5/19     |                    | Basement | TBD            |           | TBD         |
| <p>Kristina Saedder Sent Mon 1 Apr 2019 at 05:15 pm AEST<br/>Good Afternoon</p> <p>Please clarify the extent of matting required in the MCC Room.</p> <p><b>Q:</b> Please advise if <i>Bardwell Safety Matting - Electrical Insulation</i> is sufficient (refer to Tech Data Sheet attached).</p> <p>Thanks<br/>Kristina</p> <p><a href="#">Electrical Insulating Matting - Data Sheet 2014.pdf</a></p> <hr/> <p>Jeremy Baker (Keystone Architects Pty Ltd) Responded Mon 1 Apr 2019 at 11:11 pm UTC<br/>Hi Bernie/Katrina,<br/>The switchboard matting should cover the entirety of the MCC room floor loose laid over the top of the removable metal grate panels. The matting comes in 900mm wide rolls which should be laid parallel to the long side of the room so 5 No. 9.9m long rolls are required which can be overlapped lengthways to fit the room extents. As the switchboards and other equipment is installed the matting (and the metal grates) will be cut to suit by others. Do you agree with this Terry?</p> <p><b>A:</b> regards<br/>Jeremy Baker<br/>Keystone Architects<br/>320 Alice Street,<br/>PO Box 382 Maryborough Q 4650</p> |                      |        |                        |                                 |                       |                |                   |           |             |                    |          |                |           |             |



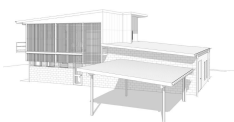
PBS Building (QLD) Pty Ltd

Printed on Sat 23 May 2020 at 02:14 pm AEST

Job #: 3-30.QD026 Latitude 25 Health Hub  
174 Chapel Road  
Nikenbah, Queensland 4655

## RFI REGISTER

| #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Subject                   | Status | Responsible Contractor | Received From                 | Assignee             | Date Initiated | RFI Manager      | Due Date  | Closed Date | Action Required By | Location | Program Impact | Cost Code | Cost Impact |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|------------------------|-------------------------------|----------------------|----------------|------------------|-----------|-------------|--------------------|----------|----------------|-----------|-------------|
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Drawing Revision Query    | Closed |                        | None                          | Saedder, Kristina... | 6/3/2020       | Kristina Saedder | 10/3/2020 | 19/3/20     |                    |          |                |           |             |
| <p>Kristina Saedder Sent Fri 6 Mar 2020 at 04:38 pm AEDT<br/>Sent to Simon at BMA 03/03/2020 at 9:13am (copy of email attached):</p> <p>Please see attached marked up Document Transmittal record for the below.</p> <p><b>Q:</b> The highlighted drawings are still Revision T1, not T2 as noted on the document transmittal.</p> <p>Could you please advise if this is correct or if not, please forward the T2 revisions for these drawings.<br/> <a href="#">Doc Trans_CER-TRANS-000166_MU.pdf</a><br/> <a href="#">FW_Transmittal_CER-TRANS-000166_ - Latitude 25 - Nikenbah RV.msg</a></p> <p><b>A:</b> Kristina Saedder (PBS Building) Responded Wed 18 Mar 2020 at 11:39 pm UTC<br/>New document transmittal received 18/03/20, issue resolved.<br/> <a href="#">DocTrans_000181_20200319.pdf</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |        |                        |                               |                      |                |                  |           |             |                    |          |                |           |             |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Tennis Court & Lawn Bowls | Closed | Sports Build           | Cooper, Graham (Sports Build) | Abood, Peter (PBS... | 7/2/2020       | Peter Abood      | 13/3/2020 | 27/3/20     |                    |          |                |           |             |
| <p>Kristina Saedder Sent Fri 7 Feb 2020 at 03:13 pm AEDT<br/>Please confirm dimensions &amp; levels as per request from Sports Build below:</p> <p>Q1 - Previously we've spoken about modifying the architectural plan to change the drainage slope of the tennis courts from North - South to West - East as this allows the edge of the Tennis court to run parallel &amp; maintain the same level along the tennis court length. This being acceptable the heights would change to</p> <ol style="list-style-type: none"> <li>25.000 - Tennis Court playing surface along north side - ie. level with path between Bowls &amp; Tennis</li> <li>24.860 - Tennis Court along centreline between courts.</li> <li>24.720 - Tennis Court along East side ie. fenceline</li> </ol> <p><b>Q:</b></p> <p>Q2 - The Bowling Green Height change has previously been agreed ie.</p> <ol style="list-style-type: none"> <li>24.750 - Bowls playing surface to meet Bowls Play specifications between top of ditchwall &amp; playing surface.</li> </ol> <p>Q3 - We have previously advised, to fit 6 rinks the path between the Bowling Green &amp; Tennis Court could be reduced in width &amp; the grass strip removed to minimise irrigation around the bowling green &amp; reactive soils..</p> <p>To enable accurate earthworks costing, please confirm dimensions &amp; levels with stakeholders.</p> <p><b>A:</b> Peter Abood (PBS Building) Responded Thu 26 Mar 2020 at 09:33 pm UTC<br/>CAD received from Sports Build and forwarded on for comment and review. This now closes this RFI.</p> <p>Kristina Saedder (PBS Building) Responded Fri 6 Mar 2020 at 05:30 am UTC<br/>06/03/20:</p> <p>Transferred to Civil Engineer (Alan Grieve - Engineers Plus) - to provide new drawings following Sports Build drawings below.</p> <p><b>A:</b> Sports Build are providing CAD drawings and new levels to suit. ETA next week.</p> <p>Response from BMA attached.<br/> <a href="#">RFI#1_BMA Response.pdf</a></p> |                           |        |                        |                               |                      |                |                  |           |             |                    |          |                |           |             |



PBS Building (QLD) Pty Ltd  
Level 1, 5/41 Lavarack Avenue  
Eagle Farm, Queensland 4009  
Phone: (07) 3136-1333

Project: 3-30.QD031 - Wide Bay Water Aubinville STP  
95 Errol Street  
Maryborough, Queensland 4650  
Phone: 07 3136 1333

## Head Contract Variation #005: Addn Power/Data in Meeting Room

|                             |                                                                          |                                |                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------|
| <b>TO:</b>                  | <b>Wide Bay Water</b><br>29-31 Ellengowan St<br>Urangan, Queensland 4655 | <b>FROM:</b>                   | <b>PBS Building</b><br>Ground Floor 40 Thesiger Court<br>Deakin, Australian Capital Territory 2600 |
| <b>DATE CREATED:</b>        | 1/07/2019                                                                | <b>CREATED BY:</b>             | Kristina Saedder (PBS Building)                                                                    |
| <b>CONTRACT STATUS:</b>     | Approved                                                                 | <b>REVISION:</b>               | 1                                                                                                  |
| <b>DESIGNATED REVIEWER:</b> | Terry Thompson (Wide Bay Water)                                          | <b>REVIEWED BY:</b>            |                                                                                                    |
| <b>DUE DATE:</b>            |                                                                          | <b>REVIEW DATE:</b>            | 10/07/2019                                                                                         |
| <b>INVOICED DATE:</b>       |                                                                          | <b>PAID DATE:</b>              |                                                                                                    |
| <b>SCHEDULE IMPACT:</b>     |                                                                          | <b>EXECUTED:</b>               | No                                                                                                 |
| <b>CONTRACT FOR:</b>        | 330-QD031:Wide Bay Water Aubinville STP                                  | <b>TOTAL AMOUNT (ex. tax):</b> | \$277.73                                                                                           |

### DESCRIPTION:

CE #013 - Addn Power/Data in Meeting Room

Additional double power point and patch lead to cupboard below TV in first floor meeting room

### ATTACHMENTS:

[Letter\\_to\\_PBS\\_approval\\_of\\_Variation\\_12.pdf](#)

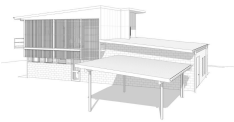
### POTENTIAL VARIATIONS IN THIS VARIATION:

| PV #                              | Title                           | Schedule Impact | Amount (ex. tax) |
|-----------------------------------|---------------------------------|-----------------|------------------|
| 005                               | Addn Power/Data in Meeting Room |                 | \$277.73         |
| <b>Subtotal:</b>                  |                                 |                 | \$277.73         |
| <b>Total Tax:</b>                 |                                 |                 | \$27.77          |
| <b>Grand Total Including Tax:</b> |                                 |                 | \$305.50         |

### VARIATION LINE ITEMS:

#### PV # 005 : Addn Power/Data in Meeting Room

| #                   | Cost Code                       | Description                        | Type  | Tax Code | Amount   | Variation<br>(15.00% Applies to Taken<br>Workers Compensation, Taken<br>Personal/Carer's Leave, Taken<br>Compassionate Leave, Staff<br>Bonus Paid, Taken Annual<br>Leave, RDO Provision,<br>Subcontract, Taken RDO, Other,<br>Taken Paternity Leave, Material,<br>Taken Public Holiday, Labour On<br>Costs, Taken Maternity Leave,<br>Labour, Equipment, Taken Long<br>Service Leave, Closing Entries<br>Archived Jobs, Plant Operators<br>Time, and Consultants &<br>Authorities.) | Subtotal (ex.<br>tax) |
|---------------------|---------------------------------|------------------------------------|-------|----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1                   | 16-010 - Electrical<br>Complete | Addn Power/Data in Meeting<br>Room | Other | GST      | \$241.50 | \$ 36.23                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$ 277.73             |
| <b>Subtotal:</b>    |                                 |                                    |       |          | \$241.50 | \$36.23                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$277.73              |
| <b>Total Tax:</b>   |                                 |                                    |       |          |          | \$27.77                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
| <b>Grand Total:</b> |                                 |                                    |       |          |          | \$305.50                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |



## HCV #005

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|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| The original (Contract Sum)                                             | \$780,038.35 |
| Net change by previously authorized Variations                          | \$4,371.94   |
| The contract sum prior to this Variation was                            | \$784,410.29 |
| The contract sum will be increased by this Variation in the amount of   | \$277.73     |
| The new contract sum including this Variation will be                   | \$784,688.02 |
| The new contract tax amount including this Variation will be            | \$464.97     |
| The new contract sum including tax and including this Variation will be | \$785,152.99 |
| The contract time will not be changed by this Variation.                |              |

**Jeremy Baker (Keystone Architects Pty Ltd)**

PO Box 382  
Maryborough, Queensland 4650

**Wide Bay Water**

29-31 Ellengowan St  
Urangan, Queensland 4655

**PBS Building**

Ground Floor 40 Thesiger Court  
Deakin, Australian Capital Territory 2600

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SIGNATURE

DATE

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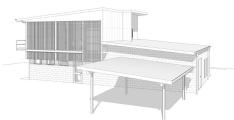
SIGNATURE

DATE

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SIGNATURE

DATE



# HCV #001

PBS Building (QLD) Pty Ltd  
Level 1, 5/41 Lavarack Avenue  
Eagle Farm, Queensland 4009  
Phone: (07) 3136-1333

Project: 3-30.QD031 - Wide Bay Water Aubinville STP  
95 Errol Street  
Maryborough, Queensland 4650  
Phone: 07 3136 1333

## Head Contract Variation #001: S&I FC Lining on Stairwell Wall

|                      |                                                                          |                         |                                                                                                    |
|----------------------|--------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------|
| TO:                  | <b>Wide Bay Water</b><br>29-31 Ellengowan St<br>Urangan, Queensland 4655 | FROM:                   | <b>PBS Building</b><br>Ground Floor 40 Thesiger Court<br>Deakin, Australian Capital Territory 2600 |
| DATE CREATED:        | 22/05/2019                                                               | CREATED BY:             | Kristina Saedder ( <b>PBS Building</b> )                                                           |
| CONTRACT STATUS:     | Approved                                                                 | REVISION:               | 1                                                                                                  |
| DESIGNATED REVIEWER: |                                                                          | REVIEWED BY:            |                                                                                                    |
| DUE DATE:            |                                                                          | REVIEW DATE:            | 22/05/2019                                                                                         |
| INVOICED DATE:       |                                                                          | PAID DATE:              |                                                                                                    |
| SCHEDULE IMPACT:     |                                                                          | EXECUTED:               | No                                                                                                 |
| CONTRACT FOR:        | 330-QD031:Wide Bay Water Aubinville STP                                  | TOTAL AMOUNT (ex. tax): | \$874.00                                                                                           |

### DESCRIPTION:

CE #003 - Install FC over Blockwork

Install FC over blockwork and slab edge above stairs as shown on attached marked up drawings from superintendent

Dwg No. WD13 - C1

Dwg No. WD19 - C1

### WBW Variation No. 7

### ATTACHMENTS:

[Marked Up Drawings\\_FC Over Blockwork.pdf](#) [Letter\\_to\\_PBS\\_approval\\_of\\_Variation\\_07.pdf](#)

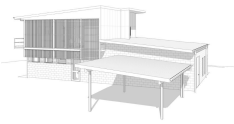
### POTENTIAL VARIATIONS IN THIS VARIATION:

| PV #                       | Title                           | Schedule Impact | Amount (ex. tax) |
|----------------------------|---------------------------------|-----------------|------------------|
| 001                        | S&I FC Lining on Stairwell Wall |                 | \$874.00         |
| Subtotal:                  |                                 |                 | \$874.00         |
| Total Tax:                 |                                 |                 | \$87.40          |
| Grand Total Including Tax: |                                 |                 | \$961.40         |

### VARIATION LINE ITEMS:

#### PV # 001 : S&I FC Lining on Stairwell Wall

| #                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cost Code                               | Description                       | Type  | Tax Code         | Amount (ex. tax) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------|-------|------------------|------------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                      | 21-010 - Partitions Supp & Install Comp | Installation of FC over blockwork | Other | GST (Do Not Use) | \$760.00         |
| Subtotal:                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |                                   |       |                  | \$760.00         |
| Variations: 15.00% Applies to Taken Workers Compensation, Taken Public Holiday, Labour, Closing Entries Archived Jobs, Staff Bonus Paid, Subcontract, Taken RDO, Labour On Costs, Taken Long Service Leave, Consultants & Authorities, Taken Annual Leave, RDO Provision, Other, Material, Equipment, Taken Personal/Carer's Leave, Taken Compassionate Leave, Taken Paternity Leave, Taken Maternity Leave, and Plant Operators Time. |                                         |                                   |       |                  | 114.00           |
| Total Tax:                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                                   |       |                  | \$87.40          |
| Grand Total:                                                                                                                                                                                                                                                                                                                                                                                                                           |                                         |                                   |       |                  | \$961.40         |



# HCV #001

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|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| The original (Contract Sum)                                             | \$780,038.35 |
| Net change by previously authorized Variations                          | \$0.00       |
| The contract sum prior to this Variation was                            | \$780,038.35 |
| The contract sum will be increased by this Variation in the amount of   | \$874.00     |
| The new contract sum including this Variation will be                   | \$780,912.35 |
| The new contract tax amount including this Variation will be            | \$87.40      |
| The new contract sum including tax and including this Variation will be | \$780,999.75 |
| The contract time will not be changed by this Variation.                |              |

**Jeremy Baker (Keystone Architects Pty Ltd)**

PO Box 382  
Maryborough, Queensland 4650

**Wide Bay Water**

29-31 Ellengowan St  
Urangan, Queensland 4655

**PBS Building**

Ground Floor 40 Thesiger Court  
Deakin, Australian Capital Territory 2600

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SIGNATURE

DATE

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SIGNATURE

DATE

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SIGNATURE

DATE

PBS Building (QLD) Pty Ltd  
Level 1, 5/41 Lavarack Avenue  
Eagle Farm, Queensland 4009  
Phone: (07) 3136-1333

**Project:** 3-30.QD093 - Freshwater St Renovation  
92 Freshwater Street  
Torquay, Queensland 4655

## Head Contract Variation #001: CE #003 - S&I Air Con

|                               |              |                                |                                    |
|-------------------------------|--------------|--------------------------------|------------------------------------|
| <b>TO:</b>                    |              | <b>FROM:</b>                   |                                    |
| <b>DATE CREATED:</b>          | 4/03/2020    | <b>CREATED BY:</b>             | Kristina Saedder (PBS Building)    |
| <b>CONTRACT STATUS:</b>       | Approved     | <b>REVISION:</b>               | 1                                  |
| <b>REQUEST RECEIVED FROM:</b> |              | <b>LOCATION:</b>               |                                    |
| <b>INVOICED DATE:</b>         |              | <b>PAID DATE:</b>              |                                    |
| <b>REFERENCE:</b>             |              | <b>VARIATION REASON:</b>       | Design Change                      |
| <b>PAID IN FULL:</b>          | No           | <b>EXECUTED:</b>               | No                                 |
| <b>ACCOUNTING METHOD:</b>     | Amount Based | <b>SCHEDULE IMPACT:</b>        | 0 days                             |
| <b>FIELD CHANGE:</b>          | No           | <b>CONTRACT FOR:</b>           | 330-QD093:Freshwater St Renovation |
|                               |              | <b>TOTAL AMOUNT (ex. tax):</b> | \$2,318.18                         |

**DESCRIPTION:**  
CE #003 - S&I Air Con  
S&I Air Conditioner to living area

*No margin on subcontractors quote*

**ATTACHMENTS:**  
[Quote\\_QT00116\\_Elite AC Quote.pdf](#)

### VARIATION LINE ITEMS:

#### HCV #001

| #                   | Cost Code                    | Description         | Type  | Tax Code | Amount (ex. tax)  |
|---------------------|------------------------------|---------------------|-------|----------|-------------------|
| 1                   | 16-010 - Electrical Complete | S&I Air Conditioner | Other | GST      | \$2,318.18        |
| <b>Subtotal:</b>    |                              |                     |       |          | \$2,318.18        |
| <b>Total Tax:</b>   |                              |                     |       |          | \$231.82          |
| <b>Grand Total:</b> |                              |                     |       |          | <b>\$2,550.00</b> |

|                                                                         |             |
|-------------------------------------------------------------------------|-------------|
| The original (Contract Sum)                                             | \$59,961.82 |
| Net change by previously authorized Variations                          | \$0.00      |
| The contract sum prior to this Variation was                            | \$59,961.82 |
| The contract sum will be increased by this Variation in the amount of   | \$2,318.18  |
| The new contract sum including this Variation will be                   | \$62,280.00 |
| The new contract tax amount including this Variation will be            | \$6,228.00  |
| The new contract sum including tax and including this Variation will be | \$68,508.00 |
| The contract time will not be changed by this Variation by 0 days.      |             |

|           |      |           |      |           |      |
|-----------|------|-----------|------|-----------|------|
| SIGNATURE | DATE | SIGNATURE | DATE | SIGNATURE | DATE |
|-----------|------|-----------|------|-----------|------|