



T&T Corporation Pty Ltd
ABN 98 103 883 558
t/a Townsend Building Services
1/71 Jijaws Street, Sumner 4074

Phone: (07) 3376 3030
Fax: 1300 827 329
Email: brisbane@tbs.com.au

████████████████████
571-577 MIDDLE RD,
PURGA QLD 4306

Sunday, 20 June 2021

Dear ██████████,

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.

Your insurance company has asked us to collect the policy excess on their behalf. Payment of this excess is required prior to the commencement of any repairs. We accept most forms of payment; please refer to the attached invoice for further details. The balance of costs will be invoiced to your insurance company at the completion of the job.

Please find enclosed the following:

- An invoice for the policy excess.
- 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 excess payment, 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:

- **Pay your policy excess.**
- **Sign the 'Building Contract' and 'Scope of Works' and return to us.**

Your job number is: B66107Q. 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.

Contact Number: 07-5464-6959
Mobile Number: 0412#### ###

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

Yours Sincerely,

Townsend Building Services



A family
owned
Australian
business

Builder's Licences: QLD: 1028031
NSW: 187070C

SA: BLD 276967
WA: BC101401

VIC: CDB-U 59131 CCB-L 59130
ACT: 2020270