



## REPORT REQUEST

Your name/business name: .....

Address: .....

Postal address: .....

Phone: work ..... mobile: .....

Business you are in dispute with: .....

Overall value of the work: \$..... Deposit paid: \$.....

Did you receive a Notice for the Homeowner? ..... (if applicable)

Do you have a written contract or documentation? If yes please attach a copy of the contract, together with any other documentation you have including, drawings, plans, variations etc.

Please provide a brief overview of the problem(s) with the work (if more space is required please attach another sheet):

.....  
.....  
.....  
.....  
.....  
.....

I/we ..... (print name/s) request the Cabinet Makers Association of WA to provide me with a written report on the cabinet work referred to above. I/we understand that I/we will pay the sum of \$99.00 per hour (including GST) for the initial inspection and report preparation and that subsequent inspections (if required) and / or the appearance of a CMA inspector to act as a witness on my behalf will incur further charges as per the CMA's terms and conditions. I/we have read and understand the terms and conditions.

Print Name: .....

Print Name: .....

Date: .....



## **CMA INSPECTION REPORT Terms and conditions**

1. Standard inspection report cost for domestic kitchen, bathroom installations is \$660.00 including GST. Following your initial contact with the CMA, you will be sent an Inspection Form and an invoice to cover the amount due. Before an inspection is arranged the completed Inspection Form, together with relevant documentation and a cheque for full payment must be returned to the CMA office.
  
2. The standard inspection report fee covers –
  - Travelling time of up to one hour each way or 80 kilometres whichever is the greater. NB this does not apply to inspections organised on an hourly basis. For these reports mileage will be charged at the prevailing Australian Taxation Office rate.
  - Inspection of the work in question.
  - The preparation and postage of the CMA report.
  - CMA representation if the work is examined by the Building Disputes Tribunal.
  - Representation / assistance if the issue comes before the Building Disputes Tribunal.
  
3. Payment in full will be required prior to the release of the report.
  
4. Professional witness services (if required) will be charged at \$99.00 per hour. This includes travelling time and time spent waiting in court.
  
5. The CMA reserves the right to seek clarification or comment from any, or all, of the parties to the dispute.