

PRICE LIST FOR DOCUMENT PACKAGES
Strata Schemes Management Act 2015

Package	Package Contents	Price* (incl GST)	Bulk Price** (incl GST)
AGM Notice	<ul style="list-style-type: none"> • Meeting Agenda • 24 x Motions • Explanatory Notes for each motion • List of Annexures • Statutory information about voting rights and quorums • Call for nominations to the strata committee • Information about eligibility for appointment to strata committee • Information about tenants • Strata manager's statement of reasons for providing less than three insurance quotes • Strata manager's report as to commissions and training services • Notes regarding appointment of a strata manager • Proxy appointment form 	\$1,100	N/A
Strata Committee Meeting Notice	<ul style="list-style-type: none"> • Meeting Agenda • 12 x Motions • Explanatory Notes for each motion • List of Annexures • Information about voting rights including electronic voting and quorums • Information about filling casual vacancies and tenant representative • Information to allow voting in writing (Paper Meeting) • Acting Committee Member Appointment Form 	\$550	N/A
Tenants Meeting Notice	<ul style="list-style-type: none"> • Meeting Agenda • 5 x Motions • Explanatory Notes for each motion • List of Annexures • Information about tenant representative and tenants meeting • List of Nominees for Tenant Representative 	\$330	N/A

Package	Package Contents	Price* (incl GST)	Bulk Price** (incl GST)
Notice of Recovery Action (for unpaid contributions, interest or expenses)	<ul style="list-style-type: none"> • Template Notice 	\$550	N/A
By-Law for Cosmetic Work	<ul style="list-style-type: none"> • Letter of Advice • Motion • By-Law • Information Memorandum 	\$600	\$500
By-Law for Minor Renovations	<ul style="list-style-type: none"> • Letter of Advice • Motion • By-Law • Information Memorandum 	\$600	\$500
By-Law for Major Renovations	<ul style="list-style-type: none"> • Letter of Advice • Motion • Master By-Law • Short-Form By-Law • Consent Form • Information Memorandum 	\$600	\$500
By-law for Proxies (dealing with a surplus of proxies held by a person)	<ul style="list-style-type: none"> • Letter of Advice • Motion • By-Law 	\$600	\$500
E-Voting By-Law	<ul style="list-style-type: none"> • Letter of Advice • Motion • By-Law 	\$600	\$500

Explanatory Notes

- The documents are provided to you in word document format. This will allow you to edit and reformat the documents to suit your specific requirements.
- The by-laws will be provided to you for use by a specific building once you supply us with the strata plan number of that building. The by-laws will only be able to be used by that specific building.
- * Indicates the price we will charge for a by-law per building. These per building prices do not apply to any Meeting Notices or the Notice of Recovery Action for which there is only a once off charge.
- ** Indicates the price we will charge for a by-law per building where a bulk order for that by-law is made. A bulk order is a simultaneous request for the by-law to be provided for use by 10 or more buildings that are identified by their strata plan numbers.

TO PURCHASE

Please send an email to enquiries@muellers.com.au indicating the documents you wish to purchase along with your name, company, phone number and email and in the case of by-law documents the relevant strata plan number.