

# HARROW & DISTRICT MEN'S SHED

[www.hbnc.org.au](http://www.hbnc.org.au) Phone (03) 5588 2000

## Project Request Form

Date	
Name of person or organisation making order	
Phone Postal address	
Email	
Description of services/project you require from the Mens Shed. Please note – Clothes Horses are a standard item which cost \$100 each.	
Are you supplying any goods for this project and if so what are they?	
Is there a timeframe when you need this item to be completed by?	

Please note that all materials and costs associated with the project are to be met by the organisation or person requesting the project. All personal items stored at the Harrow Mens Shed for projects are your responsibility for drop off and collection. You will be contacted when this project is complete. Prompt payment is required before or on the day of collection. Payment options are listed below. Thank you.

### PAYMENT OPTIONS

- EFT

Harrow Bush Nursing Centre

BSB 083440

ACC 51559 3511

Reference – 'surname'MS

Email remittance to [finance@hbnc.org.au](mailto:finance@hbnc.org.au)

- CHEQUE or CASH

In person at the Centre or post (cheques) to PO BOX 103, Harrow, VIC 3317. Cheques must be made out to **Harrow Bush Nursing Centre** (*abbreviations will not be accepted eg, HBNC or Mens Shed*)

- Credit Card/EFTPOS

In person or over the phone – (03) 5588 2000 (between 8.30 and 4.30 Mon to Fri – closed Public Holidays)

### OFFICE USE ONLY

- Project Request submitted to Shed
- Project has been invoiced to client
- Project completed
- Project has been paid
- Person contacted re: completion
- Project form has been scanned/sent to Emma
- Project has been collected – this job is completed



The final cost of this project \$ \_\_\_\_\_