

Thursday, 11 October 2001

**CIRCULAR TO: SHAREHOLDERS AND FLOOR CLERKS
IN WENTWORTH & SELBORNE**

SUBJECT: ANNUAL SERVICING OF AIR CONDITIONERS

We have again arranged for the yearly service of air conditioning units which includes cleaning or replacing filters, the unit removed from the walls and the coils, trays, hoses, bottle and body of the unit cleaned.

We understand that this service will improve the efficiency of the air conditioners, reduce condensation and prevent the unit from becoming a home for bacteria.

We are arranging for the units owned by Counsel's Chambers Limited to be serviced over the weekend of:

3rd & 4th November, 2001

If you would like Counsel's Chambers Limited to arrange for your unit to be serviced as described above, please fax the attached form to this office and we will make the necessary arrangements with the contractors on your behalf. The cost of such a service will be approximately \$100.00 + G.S.T. for window units and split systems. Hot Boxes can also be serviced and cleaned for a price of \$35.00 + G.S.T. This cost will include a service only, and any additional repairs will be at extra cost. **This service will cater for fully operational units only.**

Should there be any further requirements such as Air Conditioner unit replacement, please complete the attached form accordingly, and fax it to Counsel's Chambers; 9235 3783.

If your chambers are on the Phillip Street Façade and you intend to service your air conditioner we will co-ordinate the use of a cherry picker on Saturday 3rd November, 2000 which will allow the contractors to access your unit. Should any Air Conditioning units need to be replaced, the replacement will be carried out at this time, and ample notice is required to procure the equipment.

Once again, the form needed to notify Counsel's Chambers of the intent to service or replace Air Conditioning Units is attached and should be completed and faxed to Counsel's Chambers on **9235 3783** as soon as possible.

Lee Albert
Maintenance Co-ordinator