

Email this form with plans to **orders@e-plan.com.au** or fax this form to **02 9387 8335** and send plans separately.

Client name (for invoicing purposes)	
Address	
Contact name	
Telephone	
Email	

Please supply e-plan assessment(s) as follows:

DCP/LEP Assessment \$ _____

Draft DCP Assessment \$ _____
(50% of the DCP/LEP Evaluation fee)

TOTAL \$ _____

DCP/LEP Assessment

DCP CATEGORY	A	\$ 850	\$ 1,200	\$ 1,650
	B	\$ 1,100	\$ 1,450	\$ 2,350
	C	\$ 1,400	\$ 2,000	\$ 3,200
	Level 1	Level 2	Level 3	
PROJECT LEVEL				

For DCP categories and project levels, check our website:
www.e-plan.com.au/fees

Project name	
Project address	

Checklist – attached are:

- List of plans, specifying the paper size for each drawing.
- Plans in pdf, at scale, 1:100 or 1:200 scale (to a maximum of A0 size at 1:200 scale).

Plans can be emailed to us or if file sizes are too large, they can be burnt to CD/DVD and sent to us by courier.

PAYMENT

Please debit my credit card: Bankcard Visa Mastercard The sum of \$ _____

Full name of cardholder	
Card number	
Expiry date	
Signature	
Cardholder address	
Cardholder phone number	

- I confirm that I have read and agree to the Terms & Conditions, including the Privacy Policy and the Return & Refund Policy.

A tax receipt will be emailed to you once payment has been processed.

All fees are quoted in Australian dollars and include GST and credit card processing fee.

Fees are correct at 1 September 2006, but may change without notice. Check our website for latest fees.

TERMS & CONDITIONS

Complete and correct orders received by 9 am each working day will be processed and payment confirmed by 1 pm on the same working day. Complete and correct orders received by 1 pm will be confirmed by 5 pm. Incomplete orders or incorrect payment details may delay confirmation.

Reports will be delivered by email to the email address supplied within three working days of payment confirmation.

eg Orders confirmed by 5 pm on Monday will be delivered by 5 pm on Thursday

Orders confirmed by 1 pm on Friday will be delivered by 1 pm on Wednesday etc

Working days are Monday to Friday, excluding public holidays gazetted in the State of New South Wales and the days between Christmas and New Year.

The usefulness of your e-plan assessment will depend on your providing sufficiently detailed drawings. You must ensure your plans provide all the information listed under '**What to send us**'. If you do not supply all the necessary information, parts of the Compliance Table will not be completed.

E-plan does not provide advice on how to change a project so that it complies, or how to justify non-compliances to Council. The planners at **Neustein Urban** are able to offer further advice in this regard as a separate service.

RETURN & REFUND POLICY

Once payment has been processed, the fee is non-refundable unless we are unable to supply a compliance table.

If we are unable to supply a compliance table within three working days, we will refund 10% of your fee for each delivery time that we miss (deliveries are made by 1 pm or 5 pm, depending on when your payment was confirmed).

(ie 10% refund for missing the 5 pm deadline, an additional 10% for missing the 1 pm deadline of the following day, etc).

PRIVACY POLICY

E-plan and Neustein Urban safeguard the privacy of projects and personnel. Any personal information provided on the website registration form, order form or on drawings forwarded to us will be used to process your e-plan order and to provide you with information about e-plan or Neustein Urban planning services.

We will not forward your information to any third party except as required or authorised by law.

Any personal information we receive in connection with an e-plan order or enquiry is stored securely by us and destroyed securely when no longer required.

e-PLAN