



CHANGES TO CARD PROGRAMMING SYSTEM

**To book programming of security cards
Please use to the RITZ 88 Website - ritz88.com.au or scan the QR code below:**



Greg is contactable 24/7/365 whenever needed, and available to book a callout if needed. Additional costs are applied for out of regular hours of operation (see below).

REGULAR HOURS OF OPERATION: Monday's, Wednesday's and Friday's 11:00am to 4:30PM

COSTS:	Rates Per Card (incl GST)			
	Regular Hours	Annual Card Reprogramming within Regular Hours	Outside of Regular Hours & Within Normal Business Hours (9am-5pm Monday to Friday) Excluding Public Holidays	After Hours & Public Holidays
First Card Coding	\$0.00	\$0.00	\$66.00	\$150.00
Additional Cards Coding	\$20.00	\$0.00	\$20.00	\$20.00
New Cards Purchase	\$25.00	\$25.00	\$25.00	\$25.00

HOW TO BOOK TO PROGRAM YOUR CARD(S):

- 1) GO TO BOOKING WEBSITE: RITZ88.COM.AU
- 2) SELECT BOOKINGS
- 3) SELECT BOOK for New/Replacement/Card Re-Programming
- 4) SELECT A DATE ON THE CALENDAR
- 5) SELECT AVAILABLE TIMESLOT
- 6) FILL OUT THE BOOKING FORM
- 7) CLICK CONFIRM BOOKING
- 8) MEET GREG'S STAFF MEMBER IN FOYER, 88 FROME ST – **BRING YOUR PHOTO ID and documents listed below:**

(ID - Everyone – Driver's License or Passport; Tenants – same, also bring Lease Agreement or Rental Receipt, for tenants wanting a new or extra card – letter showing owner/agent authorisation)

CONTACTS FOR CARD REPROGRAMMING or AFTER HOURS ACCESS: Greg Powell 0402 214 109
FOR ALTERNATE ENTRY AFTER HOURS CONTACT: Celt Amersly, Catcom 0435 336 429