CONTACT US
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SHOWROOM 25 Lenco Cresent, Landsborough QLD 4550

NDIS SERVICE AGREEMENT FOR NON-STRUCTURAL HOME MODIFICATIONS

Name of referrer if applicable	
Date	
Company Address	
Phone	
Email	

Thank you for requesting non-structural home modification services with Qspec Building Mobility Solutions we are delighted to help you achieve your NDIS plan goals.

Please note we require written confirmation of acceptance of this service agreement from an authorised person and payment prior to booking your home modification service. For your convenience, please return the completed acceptance form on the final page.

Please read the details carefully and contact us if you have any further queries.

Participant Details:	**Full Name:** **Address:** **DOB:** **Plan Dates:**
NDIS Participant Number:	
Contact details of Participant's nominated contact person	**Full Name:** **Contact number:** **Relationship:**
Home Modification Service Requested *E.g. NDIS complex home modification assessment etc.*	

Building Professional	Qspec Building Mobility Solutions – Ryan Quade		
Service	**Cost**	**Provided**	**Total Cost**
*Initial consultation - Builder *NDIS registered Builder consultation fee*	$195.00	• Quote • Advice from licensed builder • Collaborative design of home modifications	$195.00
Total * (*GST exempt)			**$195.00**

Plan Management Type (*participant to specify*):

☐ Self-managed: The participant will create the service booking online. *Qspec Building Mobility Solutions* will issue an invoice prior to the site visit. Please provide contact details on the final page of this document.

☐ Plan management provider: Your plan manager will create the service booking online. *Qspec Building Mobility Solutions* will issue an invoice prior to the site visit to your plan manager. Please provide contact details on the final page of this document.

☐ NDIA managed: *Qspec Building Mobility Solutions* will create the service booking and claim directly from the NDIA portal prior to the site visit.

Privacy, Complaints and Cancellation Policy:
Please discuss with *Qspec Building Mobility Solutions* if you would like information on our privacy or complaints policies.

Any cessation of this service agreement requires written notification and should be forwarded to *Qspec Building Mobility Solutions* at your earliest convenience.

Any cancellation of appointments requires 24 hours' notice by either party. If 24 hours' notice is not provided, *Qspec Building Mobility Solutions* cancellation policy will apply.

Please feel free to contact Qspec Building Mobility Solutions if you have any questions or would like to discuss any aspects further before signing the acceptance.

Yours sincerely,

Ryan Quade
Builder
Qspec Building Mobility Solutions

ACCEPTANCE OF SERVICE AGREEMENT

Quoted Total amount (GST exempt): **$ 195.00**

I have authority to accept this quote above to contract *Qspec Building Mobility Solutions* for services and agree to use allocated NDIS funds to pay any fees and charges incurred in the provision of this service.

Name: _____

Signature: _____ Date: _____

Relationship to NDIS participant _____ *(if relevant)*

☐ I agree to advise *Qspec Building Mobility Solutions* immediately, of any review of my NDIS plan that is relevant to this service agreement.

☐ Tick if you consent to *Qspec Building Mobility Solutions* forwarding documentation related to this service agreement to a third party.

☐ Tick if you consent to *Qspec Building Mobility Solutions* contacting your NDIS representative to discuss relevant information related to this service agreement

For Self-managed or Plan managed consumers, please send Invoice to:

Attention (name / department): _____

Address: _____

Contact Email address: _____

Contact Phone: _____