



Peter Atkinson & Co.
DOCUMENT SERVICES REQUEST
Lodging/Filing/Stamping etc.

Level 17 344 Queen Street Brisbane QLD 4000
 GPO Box 506 Brisbane QLD 4001
 Tel: 07 3229 2788 · Fax: 07 3229 8991
 Website: www.peteratkinson.com.au

FIRM:	Date:
Matter Name:	File No:
	Contact Name:
	Contact Phone No:
	Order Reference (Atkinsons Use):

Department / Destination:-

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> DNRM Search | <input type="checkbox"/> Qld Magistrates Court | <input type="checkbox"/> District Court | <input type="checkbox"/> A.S.I.C. |
| <input type="checkbox"/> DNRM Lodgement | <input type="checkbox"/> Industrial Relations | <input type="checkbox"/> Family Court | <input type="checkbox"/> O.F.T. |
| <input type="checkbox"/> OSR Stamping | <input type="checkbox"/> Q.C.A.T. | <input type="checkbox"/> Federal Magistrates Court | <input type="checkbox"/> Banking |
| <input type="checkbox"/> OSR Land Tax | <input type="checkbox"/> Land and Environment Court | <input type="checkbox"/> Supreme Court | <input type="checkbox"/> Collection/Delivery |
| <input type="checkbox"/> Other (Please Specify): _____ | | | |

Documents (e.g. Transfer, Contract, Application, Copy Dealing Number etc.)

Additional Comments/Special Instructions: (e.g. Email Results etc.)

Note Re Urgency

Cheque Attached: YES/NO

To Be Returned By:

Cheque Amount:

Date: AM/PM

Atkinsons Action:-

- | | | | |
|--|---------------------------------|---|---|
| <input type="checkbox"/> Searched/Obtained | <input type="checkbox"/> Lodged | <input type="checkbox"/> Emailed | <input type="checkbox"/> Advised |
| <input type="checkbox"/> Stamped | <input type="checkbox"/> Filed | <input type="checkbox"/> Completed | <input type="checkbox"/> Documents Posted/Delivered |
| <input type="checkbox"/> Served | <input type="checkbox"/> Faxed | <input type="checkbox"/> Chqs Deposited | <input type="checkbox"/> NOT Filed/Stamped/Lodged//etc. |

Details:

Departmental Reference:

Documents Returned:-

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Cert. Title | <input type="checkbox"/> Loan Agreement |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> PPSR |
| <input type="checkbox"/> Release | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Mortgage | <input type="checkbox"/> Filed Copies |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Receipt |
| <input type="checkbox"/> C/Sale | <input type="checkbox"/> |

Service Code	
Disbursements	
Plus GST (if any)	
Disbursement Total	
Clerk	
Date	