Proximity Plumbing Pty Ltd ATF Demirdonder Family Trust
ABN 22 729 887 835 · NSW Contractor Licence 285594C
0420 102 394 · proximityplumbing.com.au

How to Brief a Plumber

Give us these when you log a job and we can fix it on the first visit.

	Check	Notes
☐	Building name, street address, and the lot or unit number	
☐	Site contact's name and phone number	
☐	Keys, fob or access card: where they are and who has them	
☐	What is happening, where, and when it started	
☐	Photos, if someone can take them safely	
☐	Priority: P1 emergency, P2 urgent, P3 standard, P4 planned	
☐	Your approval limit, and who approves work above it	
☐	Your PO or work order number and the strata plan number	
☐	Who to invoice and the accounts payable email	
☐	Best times for access, and anything residents or tenants need to know	

Log it online at proximityplumbing.com.au/commercial/log-a-job/, email commercial@proximityplumbing.com.au, or call us. Every enquiry is answered within 15 minutes.