Hello supplier,

Introducing Bauen Group - 1st February 2017

Bauen Group is the consolidated shared business services entity of businesses owned in part or full by Paul and or Suzanne Commerford.

You are being sent this notification as you are currently or have in the past supplied goods or services to one of the following entities

[Termite Solutions Victoria](http://www.termitesolutionsvictoria.com.au/)

[Jim's Building Inspections](https://www.jimsbuildinginspections.com.au/) (Pindan Projects Pty Ltd)

[Jim's Asbestos Removals](http://www.jimsasbestosremoval.com.au/) (Asbestos and Environmental Projects Pty Ltd)

[Jim's Interior Design](http://www.jimsinteriordesign.com.au/) (Milly and Tilly Enterprises)

[Greenzone Pty Ltd](http://www.greenzonebarrier.com/) (Robowcom Pty Ltd)

[Hello Real Estate](http://www.hello.com.au/) (Licensing Partners Pty Ltd)

Each of these entities will continue to trade individually under their current names, ABN's and accounts however Bauen Group will manage accounts payable from the 1st February 2017.

Where Bauen Group intends to take over contracts on behalf of all entities - usually when your services or products or contracts are used by more than one entity - we will separately contact you to update our account details and reapply for accounts in the new entity name.

However - all invoices should still be made out to the entity which holds your account, simply update the Billing Contact Information for the entity.

For all invoicing from the 1st February please send your invoices and statements to:

[accounts@bauengroup.com.au](mailto:accounts@bauengroup.com.au).

We are also changing our purchasing procedures:

All purchases in excess of $300, by any entity, must have a Purchase Order issued by [accounts@bauengroup.com.au](mailto:accounts@bauengroup.com.au)

Ensure the Purchase Order is listed on your invoice

Any instalment plans or monthly payments that total in excess of $300 also require a purchase order

The existing entity email addresses you may currently be using will initially be redirected for at least a month and then shut down.

If you have any queries please direct them in the first instance to [christina@bauengroup.com.au](mailto:christina@bauengroup.com.au).  Christina Welsford is your primary contact now for Accounts Payable enquiries.

Kind regards,

Paul and Suzanne Commerford