

**Solicitors
Conveyancers**

THX

ROPER & STEGGALL

ABN 83 620 145 842

OUR REF: TK:SI:23134
YOUR REF:

5/61 SYDNEY ROAD, MANLY 2095
POST: PO BOX 15, MANLY 1655
NSW AUSTRALIA
TEL: (Int.61-2-) 9977 3799
FAX: (Int.61-2-) 9977 1589
EMAIL: thia@steggall.com.au

Note we are no longer in the DX

4 December 2023

Mr & Mrs IFA Wood
6 Plane Street
Blackwall NSW 2256

MEMORANDUM OF PROFESSIONAL COSTS AND DISBURSEMENTS
Tax Invoice 7457

Your Sale to
Property: 5/7 Tower Street, Manly NSW 2095

Professional Fees

Date	Description	Amount	GST
01/12/2023	Our professional costs of receiving instructions to act for you on the sale of your property; including ordering all necessary title searches and zoning certificate from Local Council; drainage diagram and preparing Contract for submission to Agent; Our costs exceeding but say;	\$450.00	\$45.00
		\$450.00	\$45.00

Disbursements

Date	Description	Amount	GST
03/04/2023	NSW: Title Search - CP/SP6833	\$21.12	\$2.11
03/04/2023	NSW: Title Search - 5/SP6833	\$21.12	\$2.11
03/04/2023	NSW: Document Image - Dealing C979326	\$21.12	\$2.11
03/04/2023	InfoTrack: eCOS Plus General Condition - 5/7 Tower St, Manly 2095	\$27.73	\$2.77
03/04/2023	NSW: Document Image - Dealing AS300872	\$21.12	\$2.11
03/04/2023	NSW: Plan - Strata Plan 6833	\$21.31	\$2.13
03/04/2023	InfoTrack: NSW Certificate (Scanned) - Manly Council: Section 10.7 (2) Certificate - 5/SP6833 (Supplier fee).	\$62.00	

Roper & Steggall Pty Ltd ACN 620 145 842

Principal / Director: Thia Kyriazis

Licensed Conveyancer: Sharon Ireland

Liability limited by a scheme approved under Professional Standards Legislation

03/04/2023	InfoTrack: NSW Certificate (Scanned) - Manly Council: Section 10.7 (2) Certificate - 5/SP6833 (Search fee).	\$20.85	\$2.09
03/04/2023	Sydney Water: Service Location Print - Sydney Water: Service Location Print - 5/SP6833 (Supplier fee).	\$8.46	
03/04/2023	Sydney Water: Service Location Print - Sydney Water: Service Location Print - 5/SP6833 (Search fee).	\$21.97	\$2.20
03/04/2023	Sydney Water: Sewer Service Diagram - Sydney Water: Sewer Service Diagram - 5/SP6833 (Supplier fee).	\$14.86	
03/04/2023	Sydney Water: Sewer Service Diagram - Sydney Water: Sewer Service Diagram - 5/SP6833 (Search fee).	\$12.95	\$1.29
03/04/2023	Sundries including postage, telephone calls and facsimiles	\$31.82	\$3.18
05/04/2023	Revenue NSW: Clearance Certificate - Unit: 5, 7 Tower Street, MANLY, NORTHERN BEACHES (Supplier fee).	\$35.00	
05/04/2023	Revenue NSW: Clearance Certificate - Unit: 5, 7 Tower Street, MANLY, NORTHERN BEACHES (Search fee).	\$11.02	\$1.10
		\$352.45	\$23.20

Amount	+ GST	- Payments Received	= BALANCE DUE
802.45	68.20	0.00	870.65

With compliments
ROPER & STEGGALL

Payment can be made by direct credit to the following account:-

Commonwealth Bank of Australia
A/c Name: Roper & Steggall General Account
BSB: 062 000
A/c No: 1677 4074
(include your name as a reference)
Payment Terms 21 Days