

Building Plaque Design Selection & Installation Order

How to complete: Fill in all sections in BLOCK LETTERS and tick (✓) one box where asked. Sign Section 7, then scan or photograph every page and email it to your TSM Strata Manager or hello@tsmstrata.com.au.

01 Property & contact details

Owners Corporation Plan No. *

Building / complex name

Property address *

Committee contact name *

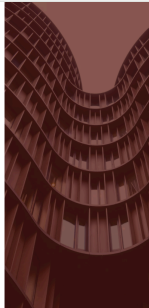
Date *

Contact email *

Contact phone *

02 Select your plaque design – tick one

All designs use official TSM branding, colours and typography (not customisable) and feature your Owners Corporation plan number and a scannable QR code. Images are for reference only and not to scale. Building photos in options 2, 4 and 6 are standard TSM images.

PROFESSIONALLY MANAGED BY  Your Complete Strata Partner Owners Corporation Plan: [XXXX] 1300 173 553 hello@tsmstrata.com.au tsmstrata.com.au 	PROFESSIONALLY MANAGED BY  Your Complete Strata Partner Owners Corporation Plan: [XXXX] 1300 173 553 hello@tsmstrata.com.au tsmstrata.com.au  	PROFESSIONALLY MANAGED BY  Your Complete Strata Partner Owners Corporation Plan: [XXXX] 1300 173 553 hello@tsmstrata.com.au tsmstrata.com.au 
☐ DESIGN OPTION 1 Clean white background	☐ DESIGN OPTION 2 White background with feature building photo panel	☐ DESIGN OPTION 3 Solid TSM navy background
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☐ DESIGN OPTION 4 TSM navy background with framed building photo overlay	☐ DESIGN OPTION 5 TSM navy background with brand graphic accents	☐ DESIGN OPTION 6 Full building photo background

03 Select your plaque size — tick one

All plaques are landscape format. Choose the size for the primary sign. If additional signs need a different size, list it per location in Section 5.

☐ B2 70.7 × 50 cm

☐ B4 35.3 × 25 cm

☐ B5 25 × 17.6 cm

Standard ISO B-series sizes, provided as a guide only. Final size may be confirmed with your TSM Strata Manager based on the installation location.

04 Plaque installation location — tick all that apply

☐ Main building entrance / foyer

☐ Letterbox / mailroom area

☐ Basement / car park entrance

☐ Building directory / noticeboard

☐ Other — please specify: _____

05 Number of plaques required

Total number of plaques required * _____

If more than one plaque is required (e.g. multiple entrances or common property locations), list each location below.

Installation location	Design option (1–6)	Size (B2 / B4 / B5)	Qty

06 Additional notes / special instructions

e.g. access requirements, mounting surface, preferred installation timing

07 Authorisation

By signing below, I confirm I am authorised to approve this order on behalf of the Owners Corporation.

Full name *

Position (e.g. Committee Chair) *

Signature *

Date *

/ /

RETURN THIS FORM

Scan or photograph all three pages and email them to your TSM Strata Manager or
hello@tsmstrata.com.au

Questions? Call 1300 173 553