



PRO. N. 632  
12.04.2019



*Embassy of Italy in Canberra*

***Appointment Letter - Terms of contract acceptance***

11/04/2019

***Canopy Tree Experts***

Mr Alan Mann  
PO Box 4464  
Kingston ACT 2604

Reference: **CIG Z9827FF737**

Dear Mr Mann,

Thank you for the fee proposal #4981 that ***canopy tree experts*** provided to this Embassy on 9<sup>th</sup> April 2019 for the provision of the removal of the trees (62, 71, and 79) located on the compound of the Embassy of Italy.

The quote with the technical information provided and the contractual terms and conditions are accepted by this Embassy, provided you also will agree to the following terms and conditions requested by the relevant Italian administrative regulations:

1. The indicated price is fixed and is not subject to revision and is the total fee due and payable for the agreed work to be carried out;
2. The contractor cannot request to the Embassy extra payment for the services covered in the quote;
3. The contractor must indicate in writing here below the details of the current Bank account to which the Embassy will make the required payments and the person/persons authorised to manage the Bank account:

**Bank account details**

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**Account holder's name**

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**BSB**

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**Account Number**

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4. The Embassy will not make payments in a manner other than by transfer to the aforementioned Bank account;
5. In the invoice the following reference number must be indicated: CIG Z9827FF737;
6. Payment of the invoice will take place after the Embassy of Italy has verified the regular execution of the contracted services and within 28 days from the date of receipt of the invoice.

It is agreed that the provision of the removal services will be completed at a mutually convenient date.


Please return this letter signed by the authorised representative of your Company with the Bank information and the declaration requested.

The contract for the provision of the removal of the trees listed in quote #4981, and the specific clauses set above, will become binding for both Parties from the date the Embassy receives this letter signed and the requested declaration.

  
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The Contractor

ALAN J. MANN

For CANOPY the TREE EXPERTS PTY LTD.

  
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The Chargé d'Affaires a.i.  
Filippo Lonardo