xx/xx/xxxx

<CONTACT NAME>
Contact for SAMPLE BODY CORPORATE
sample@gmail.com

Dear <NAME>,

Build Quote - Area Switch for Full Fibre Upgrade for Complex Multi Dwelling Properties at <INSERT ADDRESS HERE>

Thank you for allowing us to provide a Build Quote for your fibre upgrade within the above Multi-Dwelling Unit (**MDU**).

We are pleased to confirm the formal quote for a fibre upgrade for XX Premises at <INSERT ADDRESS HERE> as per the table on the next page. The Build Quote and the Terms and Conditions set out in Attachment 1 (together the **Agreement**) constitutes an offer to perform the fibre upgrade at the Premises and is valid until **xx/xx/xxx**. Please ensure this is executed and returned to **nbn** by this date. If acceptance is not received on or before this date, the Agreement is not capable of acceptance.

Next Steps

To ensure the building receives the full benefits of the fibre upgrade:

1. Read this letter, the Build Quote and the attached Terms and Conditions carefully. Please ensure you understand them and have the necessary internal approvals to proceed prior to signing,
2. Within 90 calendar days after the letter date, execute this Agreement in the relevant signature block provided and return it to your nbn contact or via **complex_fibre_upgrades@nbnco.com.au**.
3. Once the Agreement is signed, an nbn construction partner will contact you to arrange the planning and design of the fibre upgrade for your building,
4. Upon completion of the planning and design for the building's fibre upgrade, we will confirm if we can proceed with the build and provide a copy of the design documents, and
5. Once the build is completed, we will provide further information on how the building residents can connect to their upgraded network. For more information on connecting your location visit https://www.nbnco.com.au/connect-home-or-business/check-your-address.

If you have any questions regarding this Build Quote or the technology upgrade in general, please do not hesitate to contact us. Thank you again for the opportunity to work with you and we look forward to working with you.

Yours sincerely,

Dave Marshall
Senior Manager, Fibre Upgrade Programs

nbn

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Build Quote

Item	Description	Details
MDU details		
1.	**Site address**	INSERT ADDRESS HERE
2.	**Title**	SP1234
Applicant		The following person (or their nominated delegate) is authorised to meet and negotiate a Notice of Dispute
3.	**Applicant**	SAMPLE BODY CORPORATE
4.	**ABN**	123456789
5.	**Applicant Contact Person**	NAME
6.	**Contact number**	0410000000
7.	**Contact address**	**As Above**
8.	**Contact Email**	sample@gmail.com
Site Contact		
9.	**Site Contact Name**	As Above
10.	**Site Contact Number**	
nbn Contact		The following person (or their nominated delegate) is authorised to meet and negotiate a Notice of Dispute
11.	**nbn Contact person**	NAME
12.	**nbn Contact number**	0400000000
13.	**nbn Contact Email**	
Solution		
14.	**Existing technology**	Fibre to the Node
15.	**Planned Technology**	Fibre to the Premises

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16.	**Cost Contribution Summary**	**Description and No. of Premises**	**Cost Contribution Per Premises**	**Total Cost Contribution for Premises**
		Premises x 10	$275.00 (inc. GST)	**$2750.00** (inc. GST)
		Cost Contribution	**$0.00** (inc. GST)	

17.	**Applicable Invoice Trigger(s)**	**Instalment No.**	**Invoice Trigger**	**Amount**
		Instalment 1 of 1	Completion of the Planning and Design Phase	$2750.00 (inc. GST)

Note: Capitalised terms have the meanings set out in the Terms and Conditions.

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Executed as an **agreement**.

Signed for **NBN Co Limited ABN 86 136 533 741** by its authorised representatives:

Signature of authorised representative	Signature of authorised representative
Name of authorised representative	Name of authorised representative
Date of signature	Date of signature

Signed for/by the **Applicant** – SAMPLE BODY CORPORATE No. SP1234:

Signature of authorised representative	Signature of authorised representative
Full name of authorised representative	Full name of authorised representative
Date of signature	Date of signature

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