

CITY OF PERTH PARKING

PARKCARD OR PARKING CARD CANCELLATION

Privacy

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City of Perth

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Instructions: Please print clearly using **black pen and BLOCK LETTERS** in the spaces provided.

Cash refunds are available at the Customer Service desk at Council House **up to \$50.00**. Refunds **above \$50.00** will be issued by cheque and posted to the address supplied. Please note cheques are processed on a fortnightly basis. **Refunds cannot be processed at car parks.**

1. CUSTOMER DETAILS

Private customer

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>	
Mobile:	<input type="text"/>	Telephone:	<input type="text"/>
E-mail:	<input type="text"/>		

Corporate customer

Company:	<input type="text"/>		
Contact Person:	<input type="text"/>		
Job Title:	<input type="text"/>		
Address:	<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>	
Mobile:	<input type="text"/>	Telephone:	<input type="text"/>
E-mail:	<input type="text"/>		

2. CANCELLATION DETAILS

Reason for cancellation:	<input type="text"/>		
P/Card No.:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

INTERNAL USE (Customer Experience)

Current Balance:	\$	Less 5% to be retained (Parking Cards only):	\$
Refund Type:	<input type="checkbox"/> Cash		<input type="checkbox"/> Cheque
Refund amount (less deposit):	\$	Deposit refunded:	\$
Car Park (if applicable):			
Officer's Name:			
Officer's Signature:		Date:	

INTERNAL USE (OSP Office)

Refund type:	<input type="checkbox"/> Cash		<input type="checkbox"/> Cheque
Issued by:		Date processed:	
Cheque #:		Date posted:	

Original: Finance

Blue: Off Street Parking

Green: Customer copy

Pink: Customer Service/car park