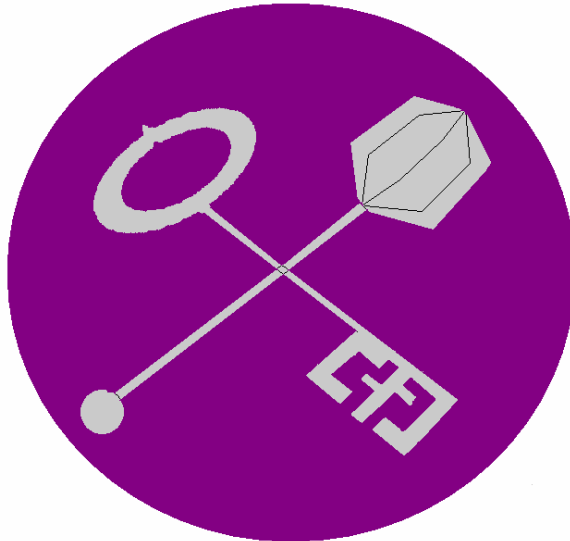


Appendix C



Regalia Incident Reports Proformas

Draft 1.1
May 2008
Marie de Lyon

Crown Regalia Incident Report

Do NOT do anything to the damaged regalia item until you have contacted Keeper of Regalia; e.g. re-bending of Crown points, this is work-hardened silver and WILL crack if not handled correctly.

Please note: 1 (one) form to be completed **per** item of crown regalia damaged.

Original with signatures (including a witness to the incident), to be sent too Keeper of Regalia **as soon as possible** after the incident has occurred (cf section 8 of the Regalia handbook).

Incident:

Regalia item affected:

When: / /

Where:

How (e.g. crown fell out of hat box at airport customs):

Damage:

What?

Where?

Photos attached? Y / N

Print legal name: _____

Signature: _____ Date: / /

Witness legal name: _____

Witness Signature: _____ Date: / /

Craftsperson Maintenance and Repairs report

Please note: 1 (one) form to be completed **per** item of crown regalia damaged with the **Craftsperson Maintenance and Repairs Quote** (cf below).

Originals of this report with Quote, to be sent too Keeper of Regalia **as soon as possible** after receiving the Crown Regalia item.

****Please do NOT start on the repairs until the quote has been accepted or discussed with the Keeper of Regalia. We do not want you to be out of pocket.

Repairs/ Maintenance:

Regalia item affected:

Date received:

Damage:

Location on item:

Proposed repair work required: (please attach any extra pages and note page number; details are very much appreciated).

Proposed date for return to Crown: / /

Long term issues for the item:

Photos attached? Y / N

Print legal name: _____

Signature: _____

Date: / /

Craftsperson Maintenance and Repairs Quote

Please note: 1 (one) form to be completed **per** item of crown regalia damaged with the **Craftsperson Maintenance and Repairs Report** (cf above).

Originals of this Quote with the Report, to be sent too Keeper of Regalia **as soon as possible** after receiving the Crown regalia item.

****Please do NOT start on the repairs until the quote has been accepted or discussed with the Keeper of Regalia; we do not want you to be out of pocket.

Repairs/ Maintenance:

Regalia item affected:

Date received:

Breakdown

Materials: (include approximate amounts with costs):

Item	Amount	Supplier	Cost
------	--------	----------	------

* please add pages as required & note total number of pages.

Total materials cost: \$

Labour:

Number of craftspeople involved (where applicable):

Name:

Specialty:

Hours:

Cost:

Name;

Specialty:

Hours:

Cost:

Total Labour Cost: \$

Total Time:

Total Transportation Costs (where applicable): \$

- Insured?
- Which method? (eg courier, AusPost, hand delivery)

TOTAL QUOTE:

COST \$

TIME

DAYS/WKS

Total number of pages of Report + Quote:

Print legal name: _____

Signature: _____

Date: / /

Craftsperson Maintenance and Repairs Final report and Invoice

Please note: 1 (one) form to be completed **per** item of crown regalia damaged (cf below).

Originals of this report, to be sent too Keeper of Regalia **as soon as possible** after finishing and returning the Crown regalia item.

Repairs/ Maintenance:

Regalia item affected:

Date received: / /

Date returned: / /

Summary of Repair work required:

*Note: please attach any extra pages (note the number) for any work carried out **in addition, or different** to the original Report and Quote.*

Long term issues for the item:

Photos attached? Y / N

Invoice:

Materials Cost: \$

Labour Cost: \$

Total Invoice:

Print legal name: _____

Signature: _____ Date: / /

***Please include the name to be used for the cheque and the address that the cheque is to be sent too.