

LOTS End of Financial Year Procedures

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Author Product Development

Contents

1	STOCKTAKE	3
1.1	PharmaScan	4
1.2	Rolling Stocktake	5
1.3	Scanning Stocktake	8
2	REPORT & BACKUP	10
2.1	Stock List & Value Report	11
2.2	Department Sales Report	16
2.3	End of Financial Year Backup	20

1 Stocktake

For preparation for the end of financial year, you need to ensure that your stock on hand is accurate within LOTS. This can be achieved via any of the following methods:

- (a) PharmaScan
- (b) Rolling Stocktake Print-Outs
- (c) Scanning Stocktake

A description of each of the stock take methods and instructions are contained in the following sections.



Handy Hint!

The recommended procedure is to perform regular rolling stock takes throughout the year. A Rolling Stocktake means counting the stock, one section at a time, on a regular basis. This will keep your stock count up to date and accurate.

Having a process of regular rolling stock takes should prevent the need for a rushed stocktake at the close of the financial year. Added benefits to this are accurate reporting and ordering throughout the year.

1.1 PharmaScan

Stocktaking with the PharmaScan is the preferred and easiest method of performing stocktakes in your store. The PharmaScan provides the following benefits with regards to stocktaking:

- Connected to your LOTS database in real-time you can stock take while the store is open and trading. The second that you key a SOH value it is directly updated into your LOTS database.
- Opt to count your front shop and your storeroom separately with PharmaScan prompting to add to the SOH total.
- Eliminates data transfer duplications and error potential.
- Review product sales data on the spot.
- Other benefits allow you to create and edit orders by simply scanning the required product. It also allows you to change prices and print new shelf labels.

For further information regarding the PharmaScan unit please contact your local state office.

Please Note: Corum also has a very limited number of PharmaScan units available for hire if this is a more suitable option for you.

1.2 Rolling Stocktake

The Rolling Stocktake utility is a method of stocktaking whereby you generate a set of print-outs to take to the shelf for counting. The print-out displays the current SOH and allows space for you to write the correct SOH if different. After counting the section and writing the correct values on the print-out, return to the LOTS utility and enter any changed values.

Please Note: If the store is open and trading this must be done without delay.

From the LOTS 'Start Menu' select:

1. Select **T**ools → **U**tilities' > **S**tock Utilities' → **R**olling Stock take' (as shown on Figures 1.1).



Figure 1.1

2. You will be prompted to key in your staff ID. Select **O**K to proceed (as shown in Figure 1.2).

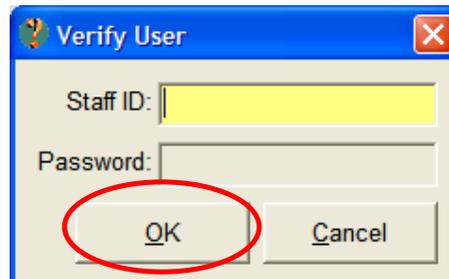


Figure 1.2

3. The **R**olling Stocktake' screen will display (as shown in Figure 1.3). Select the **N**ew button to start a new stock take.

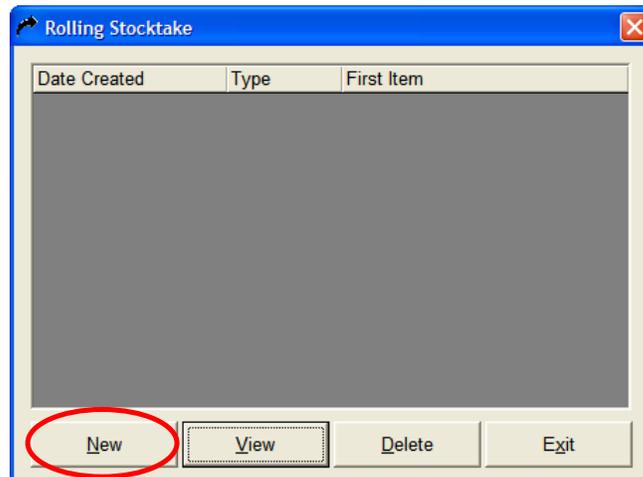


Figure 1.3

4. The 'Rolling Stocktake' options and filters screen will be displayed (as shown in Figure 1.4).
 - You need to specify at this stage whether you require to include 'All Stock' or 'Active Stock Only' in the rolling stocktake.
 - Likewise, you can modify the 'No. of Products' that will be included in the rolling stocktake. Approximately 75 products will fill an A4 sheet of paper.
 - Use the Filters if you want to nominate a specific Department, Sub-Department, Supplier or Stock Group to stocktake. Leave filters un-ticked to stocktake entire store alphabetically.

Rolling Stocktake

Include:

All Stock
 Active Stock Only

No. of Products : 75

Filters:

Department [Dropdown]
 Sub-Department [Dropdown]
 Supplier [Dropdown]
 Stock Group : [Dropdown]

Starting Point:

End Of Last Stocktake
 Selected Stock Item

Stock Name : [Text Box]

OK Cancel

Figure 1.4

5. Once you have keyed in your criteria, select the 'Ok' button.
6. The rolling stocktake will be generated to include your search requirements and this will be displayed (as shown in Figure 1.5).
7. Highlight the rolling stocktake you want to check and select the 'View' button (as shown in Figure 1.5).

Rolling Stocktake

Date Created	Type	First Item
29-Feb-2008 16:33:18	Active Sto	2 BOTTLE THERMABAG NAVY

New View Delete Exit

Figure 1.5

8. All of the products contained in the specified rolling stocktake will be listed (as shown in Figure 1.6). Select the 'Print' button. A hard copy of the report will print.

9. At this stage you are required to count the items on the shelf and cross check these items on the printout. Ideally the SOH on the shelf should match the SOH on this rolling stocktake printout. If these SOH figures differ, manually record the correct SOH figure on this printout.

10. Once counted, you are able to correct the SOH in the 'Actual SOH' column only (as shown in Figure 1.7). By updating the correct SOH value in this column, this will update the SOH in the stock cards.

11. Once you have entered all of the correct stock on hand figures, choose the 'Save SOH Values' button or alternatively select the 'Save SOH & Clear Stocktake' button if you have totally finished working on that rolling stocktake. Select the 'Close' button to exit.

PLU	Item Name	Packsize	Cost	SOH	Actual SOH	Ret
760157	2 BOTTLE THERMABAG NAVY	1	\$18.62	3	3	
760173	2 BOTTLE THERMABAG PALE	1	\$18.62	4	4	
795641	360 DEGREE SENSITIVE T/B	1	\$4.13	5	5	
780734	A/SEARCH AVEO TSD A/SNO	1	\$122.63	7	7	
720417	A/SEARCH B/ALERT PF METE	1	\$29.52	6	6	
720409	A/SEARCH B/ALERT PF METE	1	\$28.25	8	8	
763169	A/SEARCH BLOOD/P DIG AL4	1	\$79.93	9	9	
411371	A/SEARCH DAC SPRAY 1LT	1	\$36.34	3	3	
712653	A/SEARCH ECONOMIST FORI	1	\$93.35	2	2	
712687	A/SEARCH HIPPO ROOM STE	1	\$44.70	2	2	
026278	A/SEARCH NEB BOWL R/FLO	1	\$14.77	3	3	
433532	A/SEARCH NEB MASK ONLY	1	\$6.87	2	2	
433540	A/SEARCH NEB MASK ONLY	1	\$6.87	2	2	
433508	A/SEARCH NEB MASK SET A	1	\$14.13	2	2	
433557	A/SEARCH NEB TUBING 7900I	1	\$6.87	2	2	
411785	A/SEARCH NEBUCLEAN 500M	1	\$11.31	2	2	

Figure 1.6

PLU	Item Name	Packsize	Cost	SOH	Actual SOH	Ret
760157	2 BOTTLE THERMABAG NAVY	1	\$18.62	3	3	
760173	2 BOTTLE THERMABAG PALE	1	\$18.62	4	4	
795641	360 DEGREE SENSITIVE T/B	1	\$4.13	5	5	
780734	A/SEARCH AVEO TSD A/SNO	1	\$122.63	7	7	
720417	A/SEARCH B/ALERT PF METE	1	\$29.52	6	6	
720409	A/SEARCH B/ALERT PF METE	1	\$28.25	8	8	
763169	A/SEARCH BLOOD/P DIG AL4	1	\$79.93	9	9	
411371	A/SEARCH DAC SPRAY 1LT	1	\$36.34	3	3	
712653	A/SEARCH ECONOMIST FORI	1	\$93.35	2	2	
712687	A/SEARCH HIPPO ROOM STE	1	\$44.70	2	2	
026278	A/SEARCH NEB BOWL R/FLO	1	\$14.77	3	3	
433532	A/SEARCH NEB MASK ONLY	1	\$6.87	2	2	
433540	A/SEARCH NEB MASK ONLY	1	\$6.87	2	2	
433508	A/SEARCH NEB MASK SET A	1	\$14.13	2	2	
433557	A/SEARCH NEB TUBING 7900I	1	\$6.87	2	2	
411785	A/SEARCH NEBUCLEAN 500M	1	\$11.31	2	2	

Figure 1.7

1.3 Scanning Stocktake

The Scanning Stocktake utility is useful for scanning items that are at hands' reach of the computer as a method of quickly and easily amending stock on hand levels.

1. From the LOTS 'Start Menu' select, 'Tools' → 'Utilities' → 'Stock Utilities' → 'Scanning Stocktake' (as shown in Figure 1.9).



Figure 1.9

2. You will be prompted to key in your staff ID (as shown in Figure 1.10).

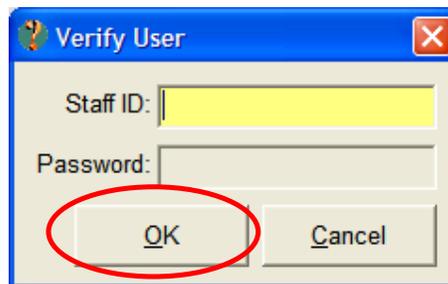


Figure 1.10

3. The 'Stock Search' screen will appear (as shown in Figure 1.11). From this point you can either scan the item, key in the PLU/PDE or enter in part of the description.

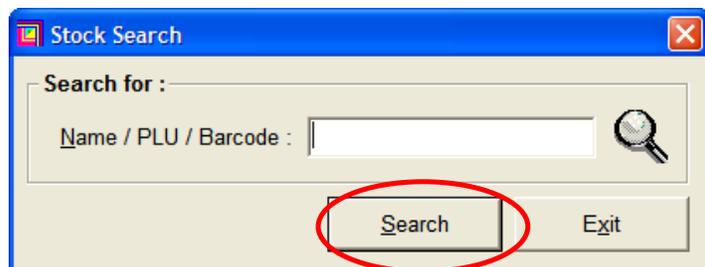


Figure 1.11

4. Select the 'Search' button, or simply press the <Enter> key, to proceed.

5. When the item is displayed on the screen you can amend the stock on hand to be the actual stock on hand amount.

6. This program also allows you to change the retail price, which updates the stock cards accordingly.

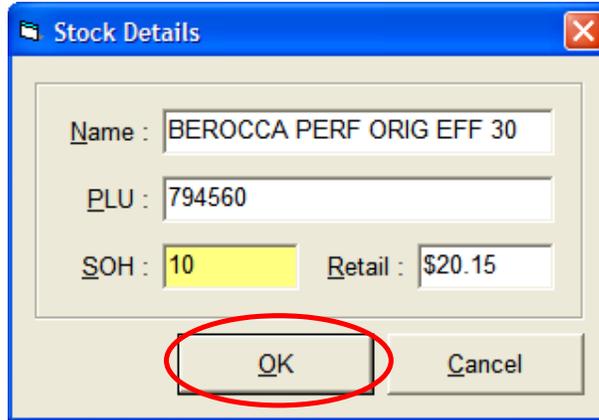


Figure 1.13

7. Select the 'Ok' button to record your changes.

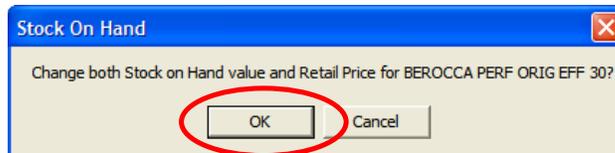


Figure 1.14

8. A confirmation message for amending either the stock on hand and / or retail price box will appear (as shown in Figure 1.14).

9. Select the 'Ok' button to record your changes.

2 Report & Backup

Accurate End of Financial Year stock reports can be achieved once the entire store has been counted and the correct stock on hand figures are updated in LOTS.

A backup should also be created and set aside in case you need to refer back to it for any reason.

The below processes should be prepared at the end of trading on the 30th June.

- (a) Stock List & Value Report
- (b) Department Report
- (c) End of Financial Year Backup

Note: The SOH values in LOTS are always current, not stored, which is why you must generate the reports at the end of the financial year.

Exporting reports has the additional benefit of allowing you to keep a 'soft copy' for future reference, allows further analysis of the report in external programs and it may be emailed.

2.1 Stock List & Value Report

The Stock List and Value Report displays a listing of stock information dependent on the search criteria specified. Included in the report are the item's PLU (price lookup number), Trade Name (descriptions of each item), List Cost, Real Cost, Average Cost, Mark Up, Retail Price, SOH (stock on hand) and the Extended Value (which is the cost that the report was generated via e.g.: List, Real or Average Cost multiplied by the Stock on Hand).

At the very end of the report the total stock on hand is shown for the selected search, along with the extended value for all items.

1. To access the Stock List and Value Report, from LOTS 'Start menu' select, 'Reports' → 'Stock Reports' → 'Stock List and Value' (as shown in Figures 2.1).

2. The 'Stock List Report' screen will be displayed (as shown in Figure 2.2).

3. For an End of Financial Year stock report for the entire store you should select the filters 'Active Stock Only', 'Exclude negative SOH', 'Exclude negative costs' and select to base the report on 'Real Cost'.

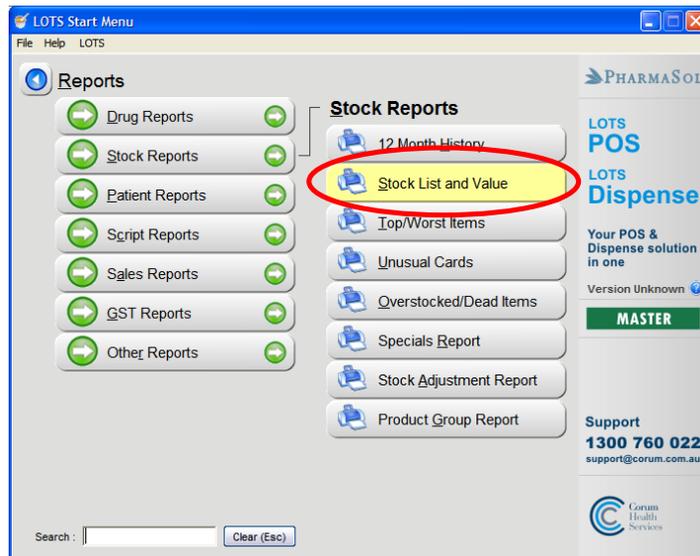


Figure 2.1

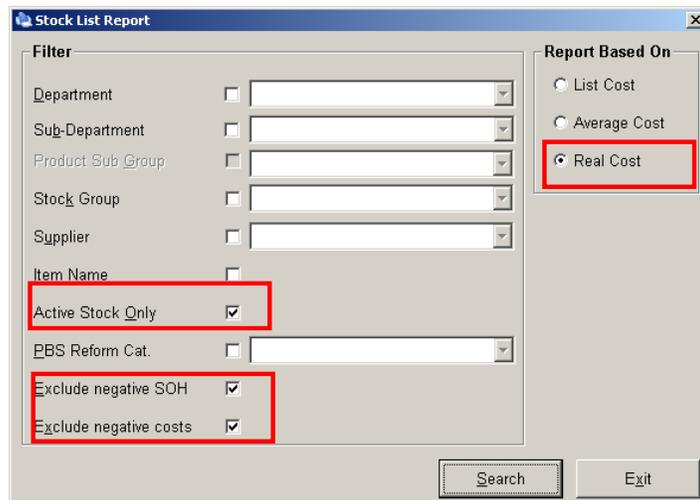


Figure 2.2

- Once you have chosen your criteria select the 'Search' button to generate the report

Figure 2.3

Active Stock Only

When you place a tick next to this option a report will be generated with "Active Stock Only" only, which includes items that have been stocked, have stock on hand and have sales history.

Exclude negative SOH

This will exclude all products that have a stock on hand value of less than zero.

Exclude negative costs

This will exclude all products that have a negative List/Average/Real cost based on the selected filter.

Real Cost

By selecting 'Real Cost' the report will be generated to reflect the real cost value (including GST). The extended value and totals at the bottom are calculated with Real Cost. The Real Cost is the cost that you have actually paid for the goods which is usually the best buy price from the wholesaler and/or supplier. This price also reflects bonuses that have been received from the supplier.

- Once the report has generated it is previewed on the screen as shown in figure 2.4

Stock List Report based on Real Cost									
DEMONSTRATION PHARMACY SUITE 1, 30 SYLVAN ROAD TOOWONG QLD 4006 Ph: 03 3335 2500 Fax: 07 3335 2599									
PLU	Trade Name	List	Real	Ave	Mkt Up	Retail	SOH	Ext.Val	
810614	4321 SLIM 8 DETOX ACCEL CAUNIT	\$72.17	\$0.00	\$0.00	0%	\$119.10	6.0	\$0.00	
001594	AMOXIL 250MG C	\$2.54	\$0.00	\$0.00	0%	\$3.80	5.0	\$0.00	
	AMOXICILLIN SANDOZ 500MG C	\$3.68	\$0.00	\$0.00	0%	\$0.00	0.0	\$0.00	
067793	DETTOL 125ML	\$3.03	\$0.00	\$0.00	0%	\$5.00	10.0	\$0.00	
619505	LIFTOR 80MG T	\$94.40	\$0.00	\$0.00	0%	\$141.60	5.0	\$0.00	
685396	NUROFEN 200MG T	\$3.04	\$0.00	\$0.00	0%	\$4.55	10.0	\$0.00	
685404	NUROFEN 200MG T	\$4.75	\$0.00	\$0.00	0%	\$7.15	10.0	\$0.00	
685420	NUROFEN 200MG T	\$8.38	\$0.00	\$0.00	0%	\$12.55	10.0	\$0.00	
824219	OPTIME 0.5%-0.9% EO	\$5.63	\$0.00	\$0.00	0%	\$9.30	2.0	\$0.00	
193235	PALMOLIVE CASH SOAP LAV 4PK	\$2.20	\$0.00	\$0.00	0%	\$3.65	0.0	\$0.00	
821884	PANADOL BACK&NECK L&LAST CPLT 1	\$4.15	\$0.00	\$0.00	0%	\$6.25	1.0	\$0.00	
167171	PANAMAX 500MG T	\$2.30	\$1.74	\$0.00	98%	\$3.45	0.0	\$0.00	
206391	PANAMAX 500MG T	\$1.75	\$0.00	\$0.00	0%	\$2.65	12.0	\$0.00	

Figure 2.4

6. The total amount of Stock on Hand and Real Cost values are displayed on the last page of the report.



Figure 2.5

7. By selecting the  button on the toolbar it will quickly take you to the last page of the report where the totals are displayed (as shown in figure 2.6).

StockList Report based on Real Cost

PLU	Trade Name	List	Real	Ave	Wk Up	Retail	SOH	Est. Val
857718	ZYPREKA 7.5MG T	\$158.22	\$146.75	\$146.75	61%	\$235.75	1.0	\$146.75
857726	ZYPREKA 10MG T	\$210.96	\$197.56	\$196.62	60%	\$316.45	3.0	\$592.68
694770	ZYPREKA ZYDIS 10MG W/AFER	\$196.90	\$182.63	\$182.63	62%	\$295.35	3.0	\$547.89
421766	ZYRTEC 10MG T	\$12.68	\$7.09	\$7.22	40%	\$9.95	2.0	\$14.18
421774	ZYRTEC 10MG T	\$28.88	\$16.96	\$17.33	47%	\$24.95	85.0	\$1,441.60
638860	ZYRTEC 1MG/ML SOLUTION 75ML	\$10.80	\$9.33	\$9.33	63%	\$15.25	1.0	\$9.33
638879	ZYRTEC 1MG/ML SOLUTION 200ML	\$16.85	\$10.15	\$10.68	133%	\$23.60	4.0	\$49.60
895415	ZYRTEC PLUS DECONGESTANT 10 T	\$11.53	\$7.21	\$7.09	66%	\$14.35	44.0	\$317.24
Totals:							25,592.7	\$254,442.13

Figure 2.6

8. By selecting the  button from the toolbar or by selecting 'File' and then 'Print' from the toolbar or alternatively select [Ctrl]+[P] will allow you to print the report.



Figure 2.7

9. Once selecting to print, the 'Print' window appears. Within the 'Print Range' you are given the option to print 'All' Pages or to nominate a selected 'Pages' range that you wish to print eg: From: To: You can also select the number of 'Copies' that wish to print out. LOTS defaults to one copy, however you can click on the arrow up to print additional copies if required.



Figure 2.8

10. Once satisfied with these settings select 'OK' to print. The report will print directly to the specified reports printer (as shown in Figure 2.8).

11. If the specified printer is incorrect select 'Cancel' to terminate printing. Go into 'File', 'Printer Setup' and redirect the printing to the required printer from the listing in the drop down menu and next select 'OK'.

12. Exporting the 'Stock List and Value Report' would be the preferred method as opposed to printing out possibly hundreds of pages that are contained within the report.

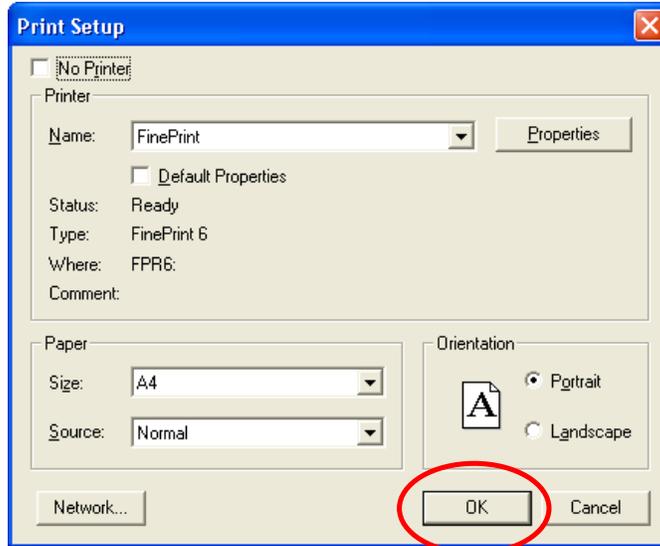


Figure 2.9

13. By choosing to export the report this allows you to save a copy of this end of financial year stock list report to various other methods external from the LOTS Program.

14. By selecting the  button from the toolbar a screen will be displayed to allow you to 'Export' the Report (as shown in Figure 2.11).



Figure 2.10

15. There are several different methods of creating the Export. The most commonly used 'Format' type for the report would either be 'Word for Windows document' or 'Excel'.

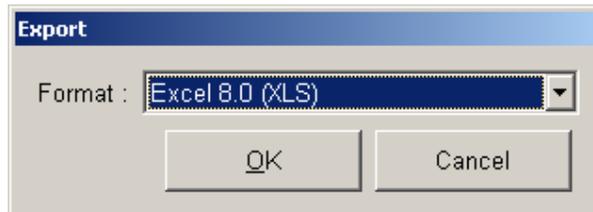


Figure 2.11

16. By choosing to export the report this allows you to have copies that are external from LOTS Program.
17. Once you have selected the Format type you need to select where you want to save the report.
18. Create a 'File name' for this report and select a name that would refresh your memory about the report that has been exported eg: Stock Report 300609. Then click the 'Save' button (as shown in Figure 2.12).

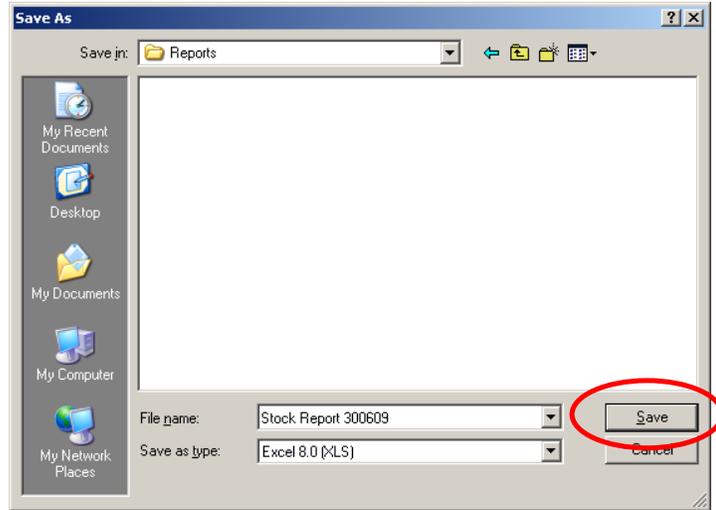


Figure 2.12

2.2 Department Sales Report

A Department Report, by date range, provides you with a listing of the sales totals for the given date range, grouped by either department or sub-department. The report will show

- Quantity sold
- Total Sales (\$)
- NHS Value (if applicable)
- GST amount
- Gross profit (\$)
- Gross profit (%)
- Stock value
- Stock on hand
- Return \$/yr
- Return/yr
- Overall 'Totals for all products'

1. From the LOTS Start Menu select **R**eports → **S**ales Reports → **D**epartment Sales Report (as shown in Figure 2.13)



Figure 2.13

2. Or using the LOTS search box you can type "department" which will bring up all the menu items that contain the word department.

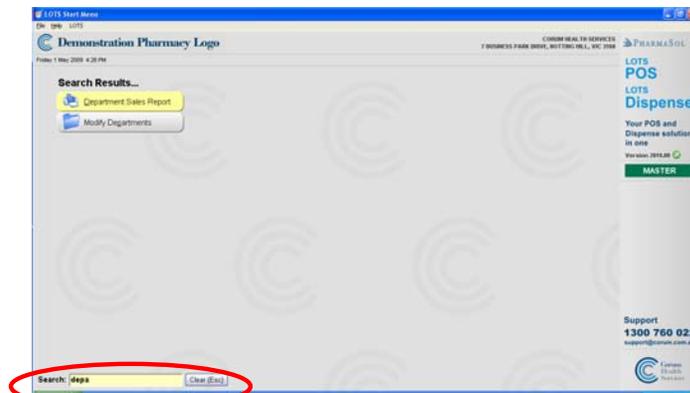


Figure 2.14

- Enter your Staff ID (and password if required) when prompted. Select 'OK' to proceed (as shown in Figure 2.15).

Figure 2.15

- The 'Department Sales Report' screen will be displayed (as shown in figure 2.16).
- Ensure that you select the Date Range option, as shown, in the Report Type options. Key the current financial year as the start and end dates.
- Select the level of detail that you require totals by either Department or Sub-department, from the Report By options.
- Select 'OK' to generate the report.

Figure 2.16

- The report will preview on the screen using the criteria that you selected (as shown in figure 2.17)

Department Sales Report 01-Jul-2008 to 30-Jun-2009

DEMONSTRATION PHARMACY
SUITE 1, 30 SYLVAN ROAD
TOOWONG
QLD 4066
Ph: 03 3335 2500
Fax: 07 3335 2599

Department	Product Name	Qty	TotalSks	NHS	GST	Gross Profit(\$)	G P%	Stock Value	ISH	PPYr	PSYr
Ph Department		4	\$134.95	\$0.00	\$0.00	\$132.95	99	\$0.00	-12	0.00	0.00
SP		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ALITTLEBIT OF RELIEF		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ADVANCE EARRINGS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ADVANTAGE HEALTHC		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ALICE WEA AUSTRALIA		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ANGELA-MARIA		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ANALGESICS		2	\$16.10	\$0.00	\$0.00	\$16.10	100	\$0.00	21	0.00	0.10
ARISTA		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ARMS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ARTECO COSMETICS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
AUST THERAPEUTIC SU		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
AUSTRALIS COSMETICS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
AUSTRALIS FRAGRANCE		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
AUSTRALIS SUNSCREEN		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
ARDE HEALTHWEARE		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BABY		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BADEN F MORIS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BAYONELLE		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BERKLEY INTERBENTH		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BENNET AUSTRALIA		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BROTHERN		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BUDNOMIES		4	\$0.00	\$0.00	\$7.33	\$7.33	100	\$0.00	-4	0.00	0.00
BUDNOM COSMETICS		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00
BUDGET HEALTHCARE		0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	0.00	0.00

Figure 2.17



Handy Hint!

The Department Sales Report will be previewed on the screen. You can nominate to narrow down to any individual department to display sales and additional information that have occurred within that department. This can be achieved by double-clicking on a product group to view. Once you have selected this, the preview of the Department will be shown. This displays all information regarding the items sold from that department.

9. The total amount of Stock on Hand and Real Cost values are displayed on the last page of the report.

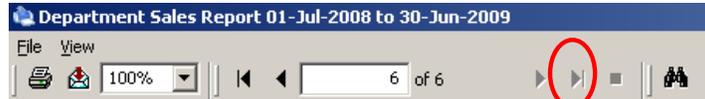


Figure 2.18

10. By selecting the  button on the toolbar will quickly take you to the last page (as shown in figure 2.18)

11. By selecting the  button from the toolbar or by selecting 'File' and then 'Print' from the toolbar.

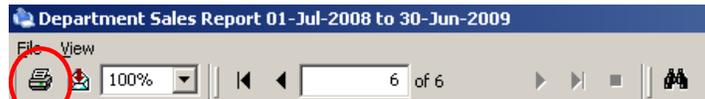


Figure 2.19

12. Alternatively the keyboard shortcut [Ctrl]+[P] will allow you to print the report.

13. By selecting the  button from the toolbar the following screen will be displayed to allow you to 'Export' the Report.

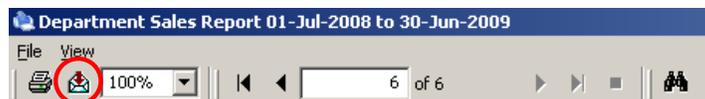


Figure 2.20

14. You will be prompted to select the format you wish to save the report in. Press 'OK' to continue.

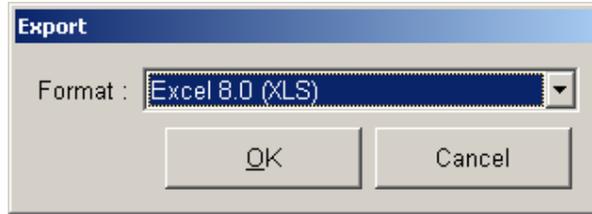


Figure 2.21

15. Select a location on your computer to save the report then click the 'Save' button.

Note: If you select to export the report in Excel format the report will automatically open in Excel ready for viewing. Save the report from within Excel.

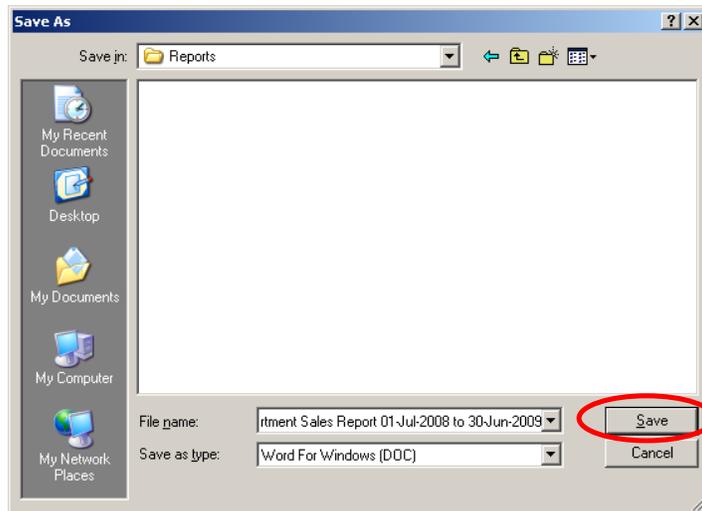


Figure 2.22

2.3 End of Financial Year Backup

As a final procedure for the End of Financial Year it is recommended that you perform a full Backup of your LOTS Database and for this to be kept and not overridden for possible future requirements.

Use a backup media for this backup that will not be re-used, such as a CD or USB Key, and label it clearly. Keep the backup in a safe location preferably off-site.

1. From the LOTS Start Menu select **T**ools → **B**ackup LOTS.

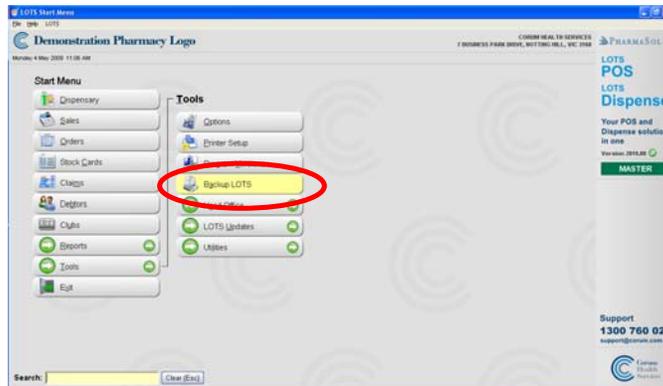


Figure 2.23

2. It is imperative that you **DO NOT USE LOTS** on any other computer whilst performing the backup.
3. Insert your backup media into the appropriate drive. Select 'Ok' to proceed.



Figure 2.24

4. The 'LOTS Backup' screen (as shown in Figure 2.25).
5. Select the 'Backup All LOTS Program Files (Monthly Backup)' option.
6. Ensure that the correct drive has been selected and displayed in the 'Backup to:' field.

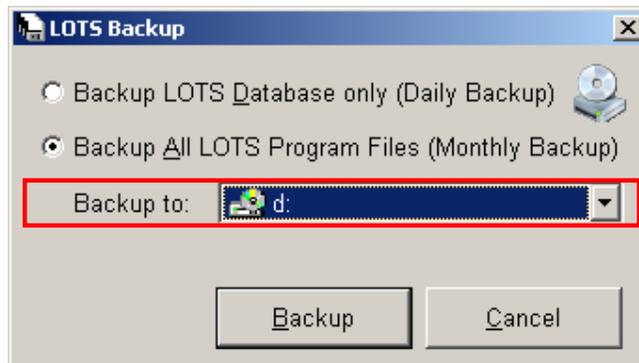


Figure 2.25

7. Select the '**B**ackup' button to commence backup.

Solutions

LOTS - Your combined database POS & dispense solution

Retail Pharmacy Manager - Your POS head office solution

Benchmarking - Your intensive profitability reporting solution

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SA

133A Unley Road Unley SA 5061

Phone 08 8208 5900

Fax 08 8208 5999

VIC

7 Business Park Drive Notting Hill VIC 3168

Phone 03 8541 6988

Fax 03 8541 6989

WA

Suite 1, 41 Walters Drive Osborne Park WA 6017

PO Box 1652 Osborne Park WA 6916

Phone 08 9208 5800

Fax 08 9446 9336

ACT

Suite 2, 25 Bentham Street Yarralumla ACT 2600

Phone 02 6260 5166

Fax 02 6260 5266

QLD

Suite 1, 30 Sylvan Road Toowong QLD 4066

Phone 07 3335 2500

Fax 07 3335 2599

NSW

Level 17, 24 Campbell Street Sydney NSW 2000

PO Box K404 Sydney NSW 1240

Phone 02 9611 9800

Fax 02 9212 5931