

IMPORTANT – ACTION REQUIRED BY 15 May



DATE: 08 March 2016

TO: Brigade Captain/Secretary

SUBJECT: Tier 2 Order Confirmation of CFA Digital Scanners (Listening Sets)

Dear Sir/Madam,

On behalf of CFA and VFBV it is with great pleasure that I announce that our bid for additional funding for the Digital Scanner subsidy program has been successful. This will allow all Brigade/Group Tier 2 orders to be accepted and covered in full by the subsidy program.

A phenomenal 994 Brigades and 81 Groups have responded to the Tier 1/2 program which closed on the 15th January, with over 7,000 units ordered under the Tier 1 program alone. CFA have advised that as of this week, they have now completed shipping of all Tier 1(A) orders, with the remainder of Tier 1(B) orders estimated to be finished shipping by the end of March.

VFBV has again agreed to take on the ordering logistics for the Tier 2 program, and will coordinate payments from Brigades/Groups on behalf of CFA, just as we did for the Tier 1 program. CFA will continue to manage the purchase and shipping of the units.

Below you will find confirmation of your Tier 2 order, along with instructions and next steps. You are reminded that Tier 2 orders were binding, and as such the units have been ordered from the manufacturer. Please be advised that Brigades/Groups have until the 15th May 2016 to pay for their orders, and you are encouraged to return payment ASAP, as orders will be shipped in the sequence that payment is received. As there are still long lead times from when CFA places an order with the manufacturer, and them being available in the country – the quicker your payment is received, the faster the units will arrive back to the Brigade/Group.

An updated FAQ is available which also includes details about the use of external antennae's that will improve performance for those members located in areas with poor or weak reception. [The FAQ can be accessed from the VFBV website at this link.](#)

The whole subsidy program has been an outstanding success for members, and is a great example of CFA and VFBV working collaboratively together for the benefit for our members.

Tier 2 Order Confirmation

This information is from the Tier 1 and 2 order forms that you have previously submitted.

Brigade Name:	
Contact Name:	
Contact Position:	
Contact Phone:	
Contact Email:	

You have requested delivery to the following address:

Delivery Contact Name:	
Contact Number:	
Delivery Address:	

Tier 2 order details:

Number of units ordered under the Tier 2 Program:	
Total Amount Due:	

Payment is due by 15th May 2016.

Next Steps

If you wish to pay by cheque or money order:

1. Print out a copy of this email
2. Check the Delivery Contact and Address we have on file, and cross out if it is no longer valid, and write the new details. (The couriers cannot deliver to PO Boxes or similar)
3. Post your Cheque/Money Order **AND** a copy of this email back to;

VFBV
9/24 Lakeside Drive, Burwood East VIC 3151

Please make all cheques/money orders payable to **CFA**
4. We will confirm receipt of your payment when it arrives and let you know when we have sent your order to CFA for processing.
5. As soon as your units are available, CFA will ship them to your nominated address.

If you wish to pay by Direct Deposit or if your Brigade operates under its own ABN:

1. Check your Delivery and Contact Details – and if it is different, please include the new details in your email
2. **FORWARD** a copy of this email to g.cumming@cfa.vic.gov.au
3. On receipt of your email, CFA will email you back a Tax Invoice along with banking details
4. Using the payment details provided on the Tax Invoice, transfer your funds, and **REPLY** to the email from CFA advising that payment has been made
5. CFA will confirm your payment, and process your order
6. As soon as your units are available, CFA will ship them to your nominated address.

Any questions or queries regarding the lodgement of your order and/or payment, should be directed to the VFBV Office on (03) 9886 1141.

This program would not have been possible without CFA's support and approval, and VFBV wishes to thank CFA for the establishment and support of the subsidization program for the benefit of members.

Sincerely,

Adam Barnett
Executive Officer