

# Sample invoice – front page



Billing enquiries: Ph 1300 743 303  
Postal address: PO Box 1187  
Bendigo VIC 3552

## Tax Invoice

Issue date	
Total due	\$1,862.40
<b>Account details</b>	
Customer number :	98964332
Invoice number :	94625521
Billed up to :	31/07/2009

SEAFRONT ACCOUNTING SERVICES  
Stephen McMasters  
25 Grange Street  
CALOUNDRA Queensland 4551

Customer contact details

Date invoice was posted to you

Total amount outstanding on your account

Quote your customer number if you ring with an enquiry

All charges are up to this date (may exclude some external services that we have not received yet; e.g. international calls and Premium services on mobile phones)

Last payment made

One off charges may include installation, site visit, etc.

Your monthly access fee, line rental, etc.

Phone calls etc. you have made (excluding any calls included in a capped plan)

Check your Service Summary from page 3 onwards for details. (Note: first month invoice will show access fees for that month plus month in advance)

Opening Balance	947.94	-	Payment	0.00	=	Amount Due	947.94	+	This Bill Amount	914.46	=	Total	1,862.40
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Account Summary	Description	Amount
Once Only Charges		
Fixed Services		28.83
Recurring (Forwards) Charges		
ADSL Services	Broadband monthly fees	99.95
Fixed Services	Landline monthly fees	529.25
Mobile Services	Mobile phone monthly fees	0.00
Usage Charges		
ADSL Services		0.00
Fixed Services		173.30
<b>New charges</b>		831.33
<b>GST</b>		83.13
<b>Total new charges</b>		914.46

Account details

Community Telco Australia ABN 93 094 908 326

If paying by post, tear off this section and include with your payment. Credit card details are on the back of the first page.



## Payment / Bank Deposit Details

Billing enquiries: Ph 1300 743 303  
Postal address: PO Box 1187  
Bendigo, VIC 3552

<b>Customer name</b>		
SEAFRONT ACCOUNTING SERVICES		
<b>Invoice number</b>		
94625521		
<b>Payment due</b>	<b>Totals due</b>	<b>Amount enclosed</b>
IMMEDIATELY	\$947.94	
24/08/2009	\$914.46	

Have you changed your address or contact details?

Name \_\_\_\_\_

New phone number \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

For payment options please turn over

Total of charges for this invoice. See below for any overdue amounts.

Overdue from previous invoice – please pay immediately

Due date for current invoice amount

**Please note** - your first bill may contain up to two months worth of monthly charges. This is because it covers the month in which you signed up with us as well as the next month in advance, which is standard practice in the telecommunications industry.

# Sample invoice – page 2

## In the News

### IMPORTANT INFORMATION ABOUT YOUR COMMUNITY TELCO INVOICE

Given our increasingly complex and busy lifestyles it can be easy to overlook the occasional payment, so it's important to understand how to recognise a missed payment on your Community Telco invoice.

On the front page of your invoice you will see the 'Total due' figure in the top right corner. This is the total of both current charges AND overdue charges.

In the bottom right section, below your account details, you will find the 'Payment due' section with breakdown of (1) overdue payments due IMMEDIATELY and (2) current charges due this month.

If your bill that has a figure with IMMEDIATELY in front of it, this must be paid now. Any current charges are due on the date specified in this section.

If you are unsure why you have overdue amounts, or you are having genuine difficulty with payments, don't hesitate to call us on 1300 743 303. Taking no action on overdue payments may lead to suspension of your service.

Monthly message from your local Community Telco. Important information, great offers, etc. are communicated here.

## How to pay

### Telephone and Internet Banking – BPAY®

Contact your bank, credit union or building society to make this payment from your cheque, savings or credit card account. For more info visit [www.bpay.com.au](http://www.bpay.com.au)



Billers Code:

Ref:

® Registered to BPAY Pty Ltd ABN 69 079 137 518

**Direct debit** To arrange a direct debit from your bank, building society or credit union, please call our Customer Care Team on 1300 743 303

**Pay by phone** Phone 1300 743 303 with your credit card details

### Pay by mail

Post this portion with your cheque or credit card details to: PO Box 1187, Bendigo VIC 3552

Visa  MasterCard

Card number

Expiry date / /  Amount \$

Cardholder's name

Cardholder's signature

Available payment methods (may vary – check your local Community Telco invoice for payment methods for your local area).