




Example of a tax invoice

Once you have created and completed your tax invoice via the Themis Accounts Receivable module, you will need to print it and send it to the customer to request payment.

Below is an example printout of a tax invoice:

For queries relating to this Invoice, please contact:
 5270 - MDU MICROBIOLOGY
 POLLY A ESTER
 Ph: +61 03 8344 7734


 THE UNIVERSITY OF
 MELBOURNE

ATTN: ACCOUNTS DEPARTMENT
 ROYAL MELB ZOOLOGICAL GARDENS
 PO BOX 74
 PARKVILLE VIC 3052
 AUSTRALIA

TAX INVOICE NUMBER	
665956	
<small>Please ensure the above number is clearly marked on ALL payments.</small>	
ABN DETAILS	
84 002 705 224	


INVOICE DATE	PAGE
15-NOV-13	1 OF 1
PAYMENT TERMS	DUE DATE
30 NET	15-DEC-13

CUSTOMER NO.	CUSTOMER NAME	CUSTOMER CONTACT	CUSTOMER REF
3168	ROYAL MELB ZOOLOGICAL GARDENS	ACCOUNTS DEPARTMENT	

LINE	DESCRIPTION	QTY	UNIT VALUE	GST AMT	TOTAL PRICE (INC)
1	Examination of water for potability Samples taken from Hippo Pool Timmy's pool (waterfall), Timmy's pool (window), Balance Tank, Filter #2, Filter #1	5	47.25	23.63	259.88
2	Examination of pool waters for compliance Samples taken from Hippo Pool Balance Tank, Display Pool, Filter #1, Filter #2	4	52.00	20.80	228.80

Special Instructions	Currency	TOTAL GST	TOTAL PAYABLE (Incl GST)
	AUD	44.43	488.68

Refer all payment enquiries to below:
 Cheques payable to: The University of Melbourne
 Remit to: Accounts Receivable
 The University of Melbourne Vic 3010, Australia
 Ph: +61 03 8344 2946 Email: finance-accrec@unimelb.edu.au
 Note: Please do not send credit card information via email as it is not secure.



Bill Code: 41954
 Biller Reference: 00003168006659561

Contact your participating financial institution to make a payment from your cheques, savings or credit card account.

REMITTANCE ADVICE: Please detach and return with payment.

Direct Deposit:
 University of Melbourne Revenue Account
 BSB: 083-170 Account: 515618328
 SWIFT: NATAAU3303M
 Please include your invoice number on the transfer.
 Remittance to: finance-bankrec@unimelb.edu.au

Customer No.: 3168
 Customer Name: ROYAL MELB ZOOLOGICAL GARDENS
 TAX INVOICE NUMBER: 665956
 AUD Amount: 488.68