



## Tax Invoice No. 326

Your Company Name Here  
 Your Street Address  
 And Suburb  
 Phone: 02 8916 6150  
[info@yourcompanydomain.com.au](mailto:info@yourcompanydomain.com.au)  
 ABN: 123 456 789

Our ref: 1000.2.3.1  
 Client ref: Work Order 123  
 Rep:  
 Invoice Date: 27.07.2018  
 Due Date: **03.08.2018**

| To                              | Care of  | Location  |
|---------------------------------|--|---|
| ABC Building Management Company | Carl Aint Ageing<br>0410 606 200<br>media.jgid@gmail.com | Example Residential Palace<br>The Owners Corp - abc12345<br>27 Margareth Street<br>Manly NSW 2095 |

| Itm. | Description   | Qty | Unit | Price ex. GST | GST       | Total ex. GST |
|------|---|-----|------|---------------|-----------|---------------|
| 1    | Supply, installation, inspection & tagging of 25 SRA purlin mount rope access & fall arrest anchor points                                     |     |      |               |           |               |
| 1.1  | Labour to install anchor points   |     |      |               | 10%       | \$1,900.00    |
| 1.2  | Anchor Point: Purlin<br>SRA M12 Purlin Anchor<br>M12 Purlin Anchor M12 x 700 Mpa rod 110mm<br>Grade 316 s/s<br>Code: AA403<br>Unit: Per piece |     |      |               | 10%       | \$4,312.00    |
|      |   |     |      |               | Subtotal: | \$6,212.00    |
| 2    | Supply, installation and certification of a 50 metre SRA horizontal safety line system  |     |      |               | 10%       | \$4,559.50    |
| 3    | Pressure cleaning of all external elevations of the main building via rope access   |     |      |               | 10%       | \$1,600.00    |
| 4    | Cleaning of all external windows of the main building once the pressure cleaning has been completed.  |     |      |               | 10%       | \$1,520.00    |

**Subtotal: \$13,891.50**  
**GST 10.00%: \$1,389.15**  
**Total: \$15,280.65**

Please pay directly into Bendigo/Westpac/CBA/ANZ/ Bank account:

YOUR COMPANY PTY LTD  
 BSB: ### ###  
 Account #: ### ###

Please input invoice number in the description field.

This is a payment claim under the Building and Construction Industry Security of Payment Act 1999 (as amended 2003) NSW.

**Thank You For Your Business!**

# Your Company Name Here - Terms & Conditions of Trade

## Definitions

- "Seller" means YOUR COMPANY PTY LTD, its successors and assigns or any person acting on behalf of and with the authority of YOUR COMPANY PTY LTD.
- Buyer means the person/s buying the Goods as specified in any invoice, document or order, and if there is more than one Buyer is a reference to each Buyer jointly and severally.
- Goods means all Goods or Services supplied by the Seller to the Buyer at the Buyers request from time to time (where the context so permits the terms Goods or Services shall be interchangeable for the other).
- Price means the Price payable for the Goods as agreed between the Seller and the Buyer in accordance with clause 2

## Price and Payment

- The Price shall be as indicated on invoices provided by the Seller to the Buyer in respect of the Goods/Services supplied.
- Time for payment for the Goods/Services shall be of the essence and will be stated on the invoice, quotation, or any other order forms. If no time is stated then payment will be due seven (7) days following the date of the invoice.
- Unless otherwise stated the Price does not include GST. In addition to the Price the Buyer must pay to the Seller an amount equal to any GST the Seller must pay for any supply by the Seller under this or any other agreement for the sale of the Goods/Services. The Buyer must pay GST, without deduction or set off of any other amounts, at the same time and on the same basis as the Buyer pays the Price. In addition the Buyer must pay any other taxes and duties that may be applicable in addition to the Price except where they are expressly included in the Price.

## Default & Consequences of Default

- Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at the Sellers sole discretion such interest shall compound monthly at such a rate) after as well as before any judgement.
- If the Buyer owes the Seller any money the Buyer shall indemnify the Seller from and against all costs and disbursements incurred by the Seller in recovering the debt (including but not limited to internal administration fees, legal costs on a solicitor and own client basis, the Sellers contract default fee, and bank dishonour fees).
- Further to any other rights or remedies the Seller may have under this contract, if a Buyer has made payment to the Seller by credit card, and the transaction is subsequently reversed, the Buyer shall be liable for the amount of the reversed transaction, in addition to any further costs incurred by the Seller under this clause 3 where it can be proven that such reversal is found to be illegal, fraudulent or in contravention to the Buyers obligations under this agreement.

## General

- The failure by the Seller to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the Sellers right to subsequently enforce that provision. If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.
- These terms and conditions and any contract to which they apply shall be governed by the laws of the state in which the Seller has its principal place of business, and are subject to the jurisdiction of the courts in that state.

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