

1 Undeliverable mail address only
Credit Management
Australia Post
GPO Box 2137
MELBOURNE VIC 3001



3 Sample Business Pty Ltd
Attn: Sam Sample
1234 Sample St
Melbourne VIC 1234

5 Summary

| | |
|--|-------------------|
| Your last Tax Invoice | \$7,072.31 |
| Payments Received - Thank you | \$7,072.31CR |
| Balance | \$0.00 |
| Total Supply this Period Ending 31/08/2024 | \$7,686.89 |
| Surcharges | \$0.00 |
| GST | \$768.71 |
| Adjustments this Period | \$223.27CR |
| GST on Adjustments | \$22.33CR |
| | \$8,210.00 |
| Total Amount Due | \$8,210.00 |

2 **Billing help:**
🌐 auspost.com.au/bill
✉ billing@auspost.com.au

4 Tax Invoice / Adjustment Note Duplicate

ABN 28 864 970 579

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| | |
|-------------------------|-------------------|
| Date of Issue | 03/09/2024 |
| Account Number | 8987214 |
| Tax Invoice Number | 1009902014 |
| Payment Due | 17/09/2024 |
| Total Amount Due | \$8,210.00 |

6 **Payment help:**
Credit representative name
☎ 03 999 9999
✉ @auspost.com.au

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Let your customers collect their parcel at a Post Office, Post Office Box or Parcel Locker.*
Find out more at auspost.com.au/ecommerce-solutions

*Terms, conditions and collection time limits apply. Post Office collect service only available at participating Post Offices.



➔ See over for payment options

| | |
|-------------------------|----------------------------|
| Date of Issue | 03/09/2024 |
| Account Number | 8987214 |
| Brand Services Pty Ltd | |
| Credit Representative | Credit representative name |
| Payment Due | 17/09/2024 |
| Total Amount Due | \$8,210.00 |

- 1 **Undeliverable mail address:** The address your invoice will be returned to if it's not successfully delivered.
- 2 **Billing help:** Self-service and assisted billing enquiry options.
- 3 **Your personal details:** Includes your name and mailing address.
- 4 **Invoice & account details:** Includes your Account Number, Tax Invoice Number, Payment Due Date and the Total Amount Due.
- 5 **Summary:** Shows a snapshot of your bill. It includes a breakdown of all transactions during the billing period.
- 6 **Payment help:** Your credit representative's contact details
- 7 **Payment slip:** Post BillPay payment details provided, including the barcode which you can use to pay at your local Post Office.

How to understand your Australia Post invoice

8

Supply this Period Tax Invoice

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Tax Invoice Number 1009902014

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| Description | Quantity | Unit Price (ex.GST) | Total Price (ex.GST) | Total Price (in.GST) | GST in Price |
|--------------------------------------|----------|---------------------|----------------------|----------------------|-----------------|
| Express Post Parcels (BYO up to 5kg) | 10 | 12.89800 | 128.98 | 141.90 | 12.92 |
| Imprint Large Charge Letters Regular | 1,266 | 3.25541 | 4,121.35 | 4,533.46 | 412.11 |
| Imprint Small Charge Letters Regular | 1,152 | 0.95917 | 1,104.96 | 1,215.44 | 110.48 |
| Local Pickup and Delivery Services | 21 | 10.00000 | 210.00 | 231.00 | 21.00 |
| Parcel Post Parcels (BYO up to 5kg) | 186 | 11.40645 | 2,121.60 | 2,333.80 | 212.20 |
| Total Supply | | | \$7,686.89 | \$8,455.60 | \$768.71 |

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| | |
|--|--|
| Total GST free supplies this period | \$0.00 |
| Total GST Exclusive supplies this period | \$7,686.89 |
| Total GST Inclusive supplies this period | \$8,455.60 (GST component is \$768.71) |

Adjustment Note

| Description | Transaction ID | Adjustment (ex.GST) | Adjustment (in.GST) | GST in Adjustment |
|---|-----------------------------|---------------------|---------------------|-------------------|
| Credit Adjustments | | | | |
| 31/08/2024 20411323 - eLMS Mailing System | 7634652313 | 223.27 CR | 245.60 CR | 22.33CR |
| | Credit Total | \$223.27CR | \$245.60CR | \$22.33CR |
| | Total Net Adjustment | \$223.27CR | \$245.60CR | \$22.33CR |

| | |
|--|---|
| Total GST free supplies this Adjustment | \$0.00 |
| Total GST exclusive supplies this Adjustment | \$223.27CR |
| Total GST inclusive supplies this Adjustment | \$245.60CR (GST component is \$22.33CR) |

How to Pay 18



Billpay Code: 8733
Ref: 8987214

Pay in-store at Australia Post, online at auspost.com.au/postbillpay by phone 13 18 16 or via AusPost app



Payment by Direct Debit
Call 13 11 18 to apply



Payment by EFT
Please quote the following details when making an EFT payment (for use within Australia only):
BSB: 064-787
Account No. 8987214

Accounts Receivable Team
Australia Post
GPO Box 5218
MELBOURNE VIC 3001

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Supply this Period Tax Invoice: Includes all products that have been supplied during the invoice period.

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Description: Information about the products supplied.

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Quantity: The quantity of each of the products supplied.

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Unit Price (ex. GST): This is the weighted average unit price for the product supplied during the invoice period (excluding GST).

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Total Price (ex. GST): Equals the Quantity supplied multiplied by the Unit Price (excluding GST).

13

Total Price (incl. GST): Equals the Quantity supplied multiplied by the Unit Price (including GST).

14

GST in Price: The related GST amount for the product supplied.

15

Total Supply: Includes the total amount (exclusive and inclusive of GST) as well as the sum total of GST for the period.

16

Total minus GST free supplies: Includes the Total Amount (exclusive and inclusive of GST) minus GST free supplies. Note, some supplies are GST free and this amount is deducted from the total.

17

Credit Adjustments: Includes credit adjustments for the period (exclusive and inclusive of GST).

18

How to Pay: Instructions on how you can pay your invoice via Post BillPay, Direct Debit or Electronic Funds Transfer (EFT).



Support options

- **Billing help**

auspost.com.au/bill

- **Billing and invoice enquiries**

Email the Billing & Invoice Support Team at
billing@auspost.com.au