



Tax Invoice & Statement

For all account queries please contact your branch on:

NEW ZEALAND COURIERS BRANCH
BRANCH PHONE NUMBER
ADDRESS
CITY

Company Name
Postal Address
Suburb
City/Town

New Zealand Couriers Ltd

GST Registration No: 123-456-789

Customer Number: 1234567

Statement Billing Period: 201914

Period Ended: 28 Jul 2019

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Transaction Summary	Subtotal	GST	Total
Brought forward:			\$216.68
Payments Received with thanks			\$216.68 CR
Current Period Transactions			
Charge Labels	\$12.96	\$1.62	\$14.58
Courier Contract Charges	\$71.42	\$8.93	\$80.35
Miscellaneous Debit	\$8.30	\$1.04	\$9.34
Product Debits/Credits	\$159.80	\$19.98	\$179.78
Total Current Period Transactions:			
	\$252.48	\$31.57	\$284.05

Analysis of Total To Pay				Mail your cheque and remittance advice to New Zealand Couriers Ltd P O Box 2677 Christchurch
Apr 19 & Prior	May 19	Jun 19	Jul 19 Current	
\$0.00	\$0.00	\$0.00	\$0.00	Total To Pay \$284.05

PAYMENT TERMS - 20th of the month following original invoice date. Our bank account number for direct credit is : 02-0100-0747291-11
Please quote your customer number as a reference and email your remittance advice to direct.credit@nzcouriers.co.nz or fax to (09) 571 9601



Remittance Advice

Company Name

Customer Number: 1234567

Statement Billing Period: 201914

Period Ended: 28 Jul 2019

New Zealand Couriers

BRANCH

Branch Address
CITY

Statement Billing Period	Amount Paid	Amount Due
Total amount due		\$284.05

Key details:

- a. **Your contact details** for billing purposes. If you ever need to update your details, please contact your Account Manager.
- b. **Contact details for your local branch** – should you need to get in touch
- c. **Your New Zealand Couriers' account number** for your reference
- d. **Billing period** - we operate on a fortnightly billing cycle, so our billing periods are numbered 1-24 along with the year they are in (e.g. 201901, 201913, 201924), as opposed to corresponding to a specific date.
- e. **Billing period end date** - As our billing periods do not correspond to a date, the end date of the billing period which the invoice applies to is provided here.
- f. **Itemised charges** - which are detailed in the subsequent pages
- g. **Previous amount paid**
- h. **Total (excl GST)**
- i. **Total GST**
- j. **Total (incl GST & surcharges)**
- k. **Itemised totals (incl GST & surcharges)** from previous billing periods
- l. **Total to pay**
- m. **Your company name**
- n. **Total amount due**
- o. **Tear-off Remittance Advice strip** to be sent with all payments