

# UNDERSTANDING YOUR TAX INVOICE

## First page

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ABN 55 005 962 854

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8 Station Street Mitcham  
Victoria 3132 Australia  
Private Bag 6  
Mitcham 3132  
Tel: 1800 061 761  
Fax: 03 9872 4757  
Website: www.prushka.com.au  
Email: accountqueries@prushka.com.au

ABC Plumbing  
16-18 Station St  
Mitcham VIC 3132

**TAX INVOICE**

Date: 28/02/2010  
Client No: E389  
Enquires: 03 8872 5971  
Invoice No: 1217978

**SUMMARY**

PAYMENTS		BALANCE
Previous Amount Due		2.75
Less Payments Made by You This Month		0.00
<b>Amount Now Overdue</b>		<b>2.75</b>
THIS INVOICE		
Paid to Us	(40.00)	(40.00)
Paid to You	0.00	
Total Collected	40.00	
Commission Charged	10.00	10.00
Product Charges and Credits		0.00
Total GST		1.00
Amount Paid to You	26.25	26.25
<b>AMOUNT NOW DUE (Including 'Amount Now Overdue')</b>		<b>0.00</b>

See reverse for all payment options

**AMOUNT NOW DUE: \$0.00**

Date Due: 14/03/2010  
Client No: E389

Billpay Code: 2308  
Ref: 0031 0764 54

\*2308 0031076454

## Invoice Details Page

**PRUSHKA**  
FAST DEBT RECOVERY  
NO RECOVERY - NO CHARGE

**TAX INVOICE NO 1217978**

Client No: E389  
ABC Plumbing

**Invoice Details** for the period February 01, 2010 to February 28, 2010 Page 2 of 2

Date	Debtor	Details	Paid to Us	Paid to You	Comm Charged	Product Charges	GST
06/02/10	DINGAM Amanda Don	Debit Paid	20.00		5.00		0.50
28/02/10	DINGAM Amanda Don	Debit Paid	20.00		5.00		0.50
<b>Totals for this Invoice</b>			<b>40.00</b>		<b>10.00</b>		<b>1.00</b>

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- 1 This is the last day of your monthly billing period.
- 2 This is your client number. Quote your client number whenever you speak to a staff member.
- 3 The number to call if you have queries about your tax invoice.
- 4 The invoice number of this tax invoice. Every tax invoice has a unique invoice number.
- 5 The amount you still owe on your last bill (if any).
- 6 The amount you've already paid during the month.
- 7 This is the net amount owing from your last bill. It's the total of that bill minus what you've already paid. If this is your first bill or when you've completely paid off your last one, this should be \$0.
- 8 Total amount your debtors paid directly to **us**.
- 9 Total amount your debtors paid directly to **you**.
- 10 Total amount collected from debtors. This is the **sum of what was paid to us and to you** from your debtors.
- 11 Total commission (excluding GST) charged for monies collected from your debtors.
- 12 Total charges for products, services, account keeping fees (late fees) and any other charges or credits.
- 13 The GST on your bill.
- 14 This is how much we've paid to you.

- 15 The total amount of this bill, including any outstanding amounts from your last bill. This is the **amount that you have to pay now**.
- 16 Same as **point 15**. This is the **amount that you have to pay now**.
- 17 This is the date by which your payment is due to be made to us. If you are paying via direct debit, this is the date on which your payment will be direct debited from your account.
- 18 Same as **point 2**.
- 19 Details of payments made to you or us by debtors, product charges, commission and everything else in the summary section is listed here.
- 20 Dates of when transactions occurred, which include when debtors paid directly to you or us, products or services purchased and adjustments made.
- 21 Debtors who have paid.
- 22 Details of transactions (e.g. debt paid, company search, account keeping fees).
- 23 Same as **point 8**. This column shows the total and the breakdown of monies paid by debtors to us.
- 24 Same as **point 9**. This column shows the total and the breakdown of monies paid by debtors to you.
- 25 Same as **point 11**. This column shows the total and the breakdown of commission we charge for monies collected from your debtors.
- 26 Same as **point 12**. This column shows the total and the breakdown of products, services, account keeping fees and any other charges or credits.

- 27 Same as **point 13**. This column shows the total and the breakdown of GST on your bill.

## Important Tips

If you have any queries:

- Call Client Services on **1800 061 761** or send an email to [clientservices@prushka.com.au](mailto:clientservices@prushka.com.au)
- Be ready to quote your **Client Number** and your **Invoice Number**.

How to pay your bill?

- Paying by **BPAY**– please refer to the bottom section of the first page of your tax invoice for the **biller code** and your **reference number**.
- Paying by **cheque** – cheques should be made payable to **Prushka Fast Debt Recovery Pty Ltd**. Refer to the bottom of the front page “Mail” for more information.
- For **other payment methods** – please refer to the back of the first page of your tax invoice.

How do you want us to refund money to you?

- **Electronic Funds Transfer** also known as **EFT** – this is our preferred method of refunds. If you have not filled out an EFT authorisation before, you will need to complete one. You can download one from our website. Go to the below link and click on “Electronic Statement Application”  
<http://www.prushka.com.au/Downloads.cfm>

You can also contact us on the Client Services number if you would like us to email, fax or post the form to you.