



## CTG Invoice requirements (A12)

### How to Invoice ChemCert Training Group Pty Ltd

To ensure prompt payment, please ensure the following details are included on all invoices sent to the ChemCert Training Group.

#### You must include

- **Your organisation name, contact details and ABN number**, Your ABN number must be registered with the ATO check [www.abr.business.gov.au](http://www.abr.business.gov.au)
- The words **tax invoice** and tax invoice number
- The **date of issue** of the tax invoice
- **What the invoices is for** eg venue hire, catering amount, the quantity of the goods / services
- The total price of the sale (including GST), show the GST amount separately or provide a statement such as 'total price includes GST'
- **Order number / Reference** - Please ensure that you put the CT purchase order number on your invoice

#### For payment of your account you must include

- **Your account details for direct deposit** - For payment your invoice must show your **bank account name, BSB and account number**
- **Your Email address or Fax number** to send payment confirmation

#### Send your invoice to

ChemCert Training Group Pty Ltd, PO Box 2600, BONDI JUNCTION NSW 1355  
Fax 02 9380 7471  
Email to [info@ChemCert.com.au](mailto:info@ChemCert.com.au)

**Office Contact:** If you have any questions please contact the ChemCert Training Group Administration Office on phone 02 93874714

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#### ChemCert Training Group

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