



CTG Invoice Details

How to Invoice ChemCert Training Group Pty Ltd

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

You must include

- **Your organisation name, contact details and ABN number**, Your ABN number must be registered with the ATO. Check it at: 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

Office Contact: If you have any questions please contact the ChemCert Training Group Administration Office on phone 02 9380 7471.

A12 CTG Invoice Details ver Feb 2011

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PO Box 2600 Bondi Junction NSW 1355

Phone: 02 9380 7271 | Fax: 02 9380 7471

Email: info@ChemCert.com.au | www.ChemCert.com.au

