

TET Invoice Guide

All invoices for TET to pay must be made out to Tasman Environmental Trust, not to the project.

The Project should be referenced in the purchase order, notes or reference section on the invoice.

An invoice is *not a receipt or a statement*. We cannot make payment of either of these.

An invoice should have our address as follows:
Tasman Environmental Trust PO Box 3769
Richmond 7050
E: accounts@tet.org.nz

An invoice should also have:

- The suppliers address
- the words 'Tax Invoice' printed on it
- the GST number of the supplier if they are GST registered
- if they are not GST registered can you ask them to state that on the invoice
- the date of invoice
- Description of services or/including quantities/weights etc, of the taxable supplies/service
- Taxable amount, GST added, gross amount
- plus the detailed GST calculation
- *Note - Invoices below NZD 1,000 can technically exclude the name and address of the customer*

Any Questions Please contact Kathryn

accounts@tet.org.nz



