

# HOW TO READ YOUR INVOICE

This guide is designed to help you understand your invoice

FRONT PAGE - SUMMARY OF CHARGES

## TAX INVOICE

DEC SERVICE CENTRE - LVL 9 43 BRIDGE ST - PO BOX 1967 HURSTVILLE NSW 2220  
**Telephone (02) 9585 6026. E-mail [dec.ar@environment.nsw.gov.au](mailto:dec.ar@environment.nsw.gov.au)**

Department of Environment and Conservation (NSW)  
**ABN: 30 841 387 271**

Lessee Name  
 Property/Lodge Name  
 Address  
 Address

Invoice Date: 1 July 2006  
 General Inquiries: XXXXXXXX  
 Telephone: XXXX XXXX  
 Customer Number: XXXXX  
 Rental Agreement No.: XX  
 Invoice no.: XXXX/200X

Agreement number	Due date	Doc No	Address of rented premises	Net AUD	GST AUD	Gross AUD
30.09.2006	XXXXXXXX	MSU - Operating Charge (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	MSU - Capital Charge (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	MSU Water charges - Fixed (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	MSU Sewer charges - Fixed (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	Water usage charge (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	Sewer usage charge (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	Water usage charge (dates)		\$XXXX.00	0.00	\$XXXX.00
30.09.2006	XXXXXXXX	Sewer usage charge (dates)		\$XXXX.00	0.00	\$XXXX.00
<b>Total</b>				<b>\$XXXX.00</b>	<b>AUD</b>	<b>\$XXXX.00</b>
<b>Amount to be paid</b>						

**Lessee Name and Address**  
 Please contact us on the telephone number above or by e-mail if you have a change of name or postal address

**Invoice Date**  
 Date the invoice was issued

**General Enquiries and Telephone**  
 Contact person if you have a query regarding your invoice

**Customer Number**  
 Your customer account number

**Rental Agreement No.**  
 Identification number for premises incurring charges

**Invoice No.**  
 Invoice number - you will need to quote this number if making an inquiry regarding this invoice

Summary of charges (further detail on back page) and due date for payment. **PLEASE NOTE: The fixed charges and consumption charges may be presented on separate invoices**

**Address of Rental Premises**  
 Location of the property incurring charges

**Amount to be paid**  
 Total amount of payment required for this invoice

**Remittance Section**  
 Should be detached and returned with your payment. Payments can be made by cheque, money order or credit card.

These details are a duplicate of information on front page

BACK PAGE - DETAILS OF CHARGES

## CHARGE DETAILS

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Department of Environment and Conservation (NSW)  
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Lessee Name  
 Property/Lodge Name  
 Address  
 Address

Invoice Date: 1 July 2006  
 General Inquiries: XXXXXXXX  
 Telephone: XXXX XXXX  
 Customer Number: XXXXX  
 Rental Agreement No.: XX  
 Invoice no.: XXXX/200X

**LEASEHOLDER CHARGES**

Municipal Service Charges	No. of beds	Price per bed p.a.	Cost
MSU - Operating charge (dates)	XX	130.00	\$XXX.00
MSU - Capital charge (dates)	XX	171.00	\$XXX.00
<b>TOTAL LEASEHOLDER CHARGES</b>			<b>\$XXX.00</b>

**WATER & SEWERAGE FIXED CHARGES**

Water & Sewerage Fixed Charges	Connection size (mm)	Price Per Annum	Cost
MSU Water Charges - Fixed (dates)	25	\$1401.00	700.50
MSU Sewerage Charges - Fixed (dates)	25	\$1562.00	781.00
<b>TOTAL LEASEHOLDER CHARGES</b>			<b>\$XXX.00</b>

**WATER METER DETAILS**

Description	This Reading	Last Reading	Usage kL	X	Rate Charge/kL	= Cost
Water Consumption	(Date) XXXX	(Date) XXXX	XXX		3.50	\$XXX.00
Sewerage Consumption	(Date) XXXX	(Date) XXXX	XXX		3.50	\$XXX.00
<b>TOTAL CONSUMPTION/Discharge</b>			<b>XXXXkL</b>			
<b>TOTAL CONSUMPTION CHARGES</b>						<b>\$XXX.00</b>

**Municipal Service Charges**  
 Details your operating and capital charges based on the number of beds at your premises - the total cost is calculated on the fixed price per bed per annum

**Water & Sewerage Fixed Charges**  
 Details the pipe connection size at the premises and the cost based on that connection size for the 6 month period relating to this invoice

**Water Meter Charges**  
 Details your property's water meter number, the meter readings recorded for the current and previous billing period and the total water usage at your property (and assumes the same for sewerage) - charges are calculated on a per kilolitre basis

**PLEASE NOTE: Leaseholder charges and water meter details may be presented on separate invoices**