

# CHANGE for the BETTER

Your statements and invoices are changing...



## INVOICE QUICK START GUIDE

At Aquaspec we believe that trading with us should be as easy as possible. This includes producing quality statements and invoices so you can easily manage your account activity.

We've adopted a new design for our statements and invoices that will help you to clearly identify what to pay and when to pay it.

These changes will take effect in two stages:

> **NEW-LOOK INVOICES:**  
Changing from 1 September 2017

> **NEW-LOOK STATEMENTS:**  
Changing from 1 October 2017

This Quick Start Guide outlines some of the main features on our new-look invoices.

### Tax Invoice



149 Vogel Street, Private Bag 1961  
Dunedin 9054, New Zealand  
Customer Contact Centre  
T 0800 353 966 F 09 583 8411  
E info@aquaspec.co.nz  
GST Reg Number: 16-183-849

AB Sample  
Address Line 1  
Address Line 2  
Address Line 3  
City Postcode

#### Deliver To:

AB Sample  
Address Line 1  
Address Line 2  
Address Line 3  
City Postcode

#### Delivery Details:

Freight Handling Courier  
Instruction 1:  
Instruction 2:  
Dispatch Date: 25/09/2017

#### Customer Number

765432

#### Invoice Number

20345677

#### Purchase Order

AB SAMPLE

#### Transaction Details

Invoice Date: 30 September 2017

Item Number	Description	Quantity	UCSB	Unit Price	Total (incl GST)
<b>Supplied by Aquaspec Christchurch</b>					
8050025	Socket Plastic 10x25mm	2.00	EA	\$5.80	\$11.60
MPT54020	Tapping Saddle 40x20mm	2.00	EA	\$6.90	\$13.80
MDME3220	Elbow Male MD 32x20mm	2.00	EA	\$5.60	\$11.20
105	1" GALV WIRE HOSE 5000L	10.00	EA	\$1.40	\$14.00
MDMC3332	SCOUPLER MALE MD 32X32MM	2.00	EA	\$5.40	\$10.80
ED1036-4	PLUNGER FITT MAL X BARB	2.00	EA	\$5.50	\$11.00
PP2409	SOFT PIPER BULBING TOOL	1.00	EA	\$10.00	\$10.00
M5L30012	M5C SPRITE SOCKS 12X42-PT	6.00	EA	\$0.90	\$5.40
TP15025	DISKSDS18 MML P/RT BSP	5.00	EA	\$10.60	\$53.00
PP06004	RNOCK F/REG RTR GRV FL	5.00	EA	\$0.35	\$1.75
				<b>Total (incl GST)</b>	<b>\$1,286.76</b>
				<b>GST</b>	<b>\$25.11</b>

Total (incl GST) due 20 October 2017: **\$1,725.81**

Aquaspec, a trading division of PGG Wrightson Limited. Please write all amounts by their due date to avoid interest being charged on the overdue and late payment transactions and/or account being placed in default in accordance with Aquaspec's Terms of Trade. Our terms of trade apply to all orders and terms of trade from time to time. A complete copy is available online at [www.aquaspec.co.nz](http://www.aquaspec.co.nz) - Terms of Trade.

PLEASE REFER TO YOUR STATEMENT FOR PAYMENT OPTIONS

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## We're here to help you

Get in touch with your local team or contact us via:

- > Freephone 0800 353 966
- > Email [info@aquaspec.co.nz](mailto:info@aquaspec.co.nz)
- > Online at [www.aquaspec.co.nz](http://www.aquaspec.co.nz)

## FEATURES

- 1** Your **customer number** and **invoice number** can be found here on the first page and also at the top of all other pages.
- 2** **Delivery details** relating to transactions on the invoice will be displayed beside your customer number.
- 3** The **total invoice amount** and the **due date** can be easily identified below the transactions.
- 4** **Terms of trade** are now referenced below the invoice total.

## Tax Invoice



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Dunedin 9054, New Zealand  
**Customer Contact Centre**  
T 0800 353 966 F 09 582 1411  
E [info@aquaspec.co.nz](mailto:info@aquaspec.co.nz)

GST Reg Number: 16-183-849

AB Sample  
Address Line 1  
Address Line 2  
Address Line 3  
City Postcode

### Deliver To:

AB Sample  
Address Line 1  
Address Line 2  
Address Line 3  
City Postcode

### Delivery Details:

Freight Handling: Courier  
Instruction 1:  
Instruction 2:  
Despatch Date: 25/09/2017

**Customer Number** 765432  
**Invoice Number** 20345677  
**Purchase Order** AB SAMPLE

## Transaction Details

invoice date **30 September 2017**

Item Number	Description	Quantity	UOM	Unit Price	Total (ex GST)
<b>Supplied by Aquaspec Christchurch</b>					
SRS5025	Socket Plastic 50x25mm	2.00	EA	\$5.80	\$11.60
MDTS4020	Tapping Saddle 40x20mm	2.00	EA	\$6.90	\$13.80
MDME3220	Elbow Male MD 32x20mm	2.00	EA	\$5.60	\$11.20
HS9	9 GALV WIRE HOSE STAPLE	50.00	EA	\$0.40	\$20.00
MDMC3232	COUPLER MALE MD 32X32MM	2.00	EA	\$5.40	\$10.80
ED1036-4	PLUNGER P/FIT MAL X BARB	2.00	EA	\$0.50	\$1.00
TP2063	063 PIPE BEVLING TOOL	7.00	EA	\$190.00	\$1,330.00
MBL36012	MIC SPRYJT 360D 12H 42L/H	8.00	EA	\$0.50	\$4.00
TP15925	025X020 ELB MAL P/FIT BSP	9.00	EA	\$10.60	\$95.40
RP06004	RNDO F/REG RTR GRY RL	5.00	EA	\$0.58	\$2.90
				<b>Total (excl GST)</b>	<b>\$1,500.70</b>
				<b>GST</b>	<b>\$225.11</b>

Total (incl GST) due 20 October 2017: **\$1,725.81**

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Pricing in the examples shown are indicative only and subject to change.