

# CHANGE *for the* BETTER

Your statements and invoices are changing...



## 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.

From 1 October 2017 you'll notice our statements and invoices have a new-look format. We've adopted a new design that will help you to clearly identify what to pay and when to pay it.

We've outlined some of the main features in this Quick Start Guide.

**Tax Invoice**

**Statement**

**Activity Summary** (Statement Date: 30 September 2017)

Outstanding transactions	\$256.93
Current transactions	\$4,321.09
<b>Total current transactions</b>	<b>\$4,321.09</b>
<b>Total due for month</b>	<b>\$4,578.01</b>
Deferred transactions - not yet due	\$8,555.26

**Remittance Advice**

Amount Paid: \$

Account Name: AB Sample  
Customer Number: 765432  
Statement Number: 456789

# CHANGE for the BETTER

Your statements and invoices are changing...

## FEATURES

- 1 Your **customer number** and **statement number** can be found here on the first page.
- 2 The **Activity Summary** shows at a glance what amounts are due and the due dates for payment.
- 3 **Colour coding** has been applied to transaction types so you can easily locate these throughout the statement:
  - Current transactions
  - Overdue transactions
  - Deferred transactions
  - Transactions under review
- 4 **Helpful tips** let you know what action is required.
- 5 The **terms of trade** that apply to your account.
- 6 **Payment options** for your account are outlined on the remittance or payment advice.

## Statement



149 Vogel Street, Private Bag 1961  
Dunedin, New Zealand  
**Customer Contact Centre**  
T 0800 353 966 F 03 968 3231  
E info@aquaspec.co.nz

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

**Customer Number** 765432  
**Statement Number** 4567899

### Activity Summary

statement date **30 September 2017**

#### Outstanding transactions

**\$256.92**

Please pay this amount immediately.

#### Current transactions

Due Date 20 October 2017

\$4,321.09

#### Total current transactions

**\$4,321.09**

Please pay all items by their due date. Thank you.

### Total due for month

**\$4,578.01**

Deferred transactions – not yet due

**\$8,555.26**

PAGE 1 OF 2  
Continues on page 2

Aquaspec, a trading division of PGG Wrightson Limited. Please settle all amounts by their due date to avoid interest being charged on the overdue and late paid transactions and your account being placed on STOP in accordance with Aquaspec's Terms of Trade. Our Terms of Trade apply. We update our Terms of Trade from time to time. A current copy is available online at [www.aquaspec.co.nz](http://www.aquaspec.co.nz) > Terms of Trade

### aquaspec Remittance Advice

Amount Paid: \$

**Account Name:** AB Sample  
**Customer Number:** 765432  
**Statement Number:** 4567899

#### Payment Options:

- Direct Debit**  
Contact Customer Services on 0800 353 966 for a Direct Debit form or download a form online.
- Internet/Phone Banking**  
Bank Details: 02-0900-0240050-000  
Code: 4567889  
Reference: 765432
- By Mail**  
Send this remittance advice and cheque to: Aquaspec, PO Box 3778, Christchurch 8140.

⑆9850⑆ ⑆000000765432⑆ ⑆0004567889⑆ ⑆00000432⑆109⑆ ⑆001313327⑆

7

Customer Number **765432** | Statement Number 4567889

8

## Activity Detail

statement date **30 September 2017**

## Payments received in September

Date	Reference	Payment Method	Amount
25/09/2017	1598224	Paid In - Cheque	(\$214.25)
<b>Total payments received in September – thank you</b>			<b>(\$214.25)</b>

## Outstanding transactions – refer prior invoices

Date	Reference	Description	Detail	Original Amount	Due
<b>Due 20 September 2017 \$256.92</b>					
01/08/2017	15479769	Invoice		\$104.74	\$104.74
10/08/2017	15522786	Invoice		\$152.18	\$152.18
<b>Total outstanding transactions – please pay immediately</b>					<b>\$256.92</b>

9

## Current transactions

Date	Reference	Description	Detail	Original Amount	Due
<b>Due 20 October 2017 \$4,321.09</b>					
15/09/2017	20044003	Invoice	Invoice sent separately	\$2,807.56	\$2,807.56
22/09/2017	20132396	Credit Note	Credit note sent separately	(\$212.28)	(\$212.28)
30/09/2017	20345677	Invoice	Invoice sent separately	\$1,725.81	\$1,725.81
<b>Total current transactions</b>					<b>\$4,321.09</b>

## Deferred transactions

Date	Reference	Description	Detail	Original Amount	Not Yet Due
<b>Due 20 November 2017 \$8,555.26</b>					
29/07/2017	19380584	Invoice	Refer prior invoice	\$8,555.26	\$8,555.26
<b>Total deferred transactions</b>					<b>\$8,555.26</b>

10

7 Your **customer number** and **statement number** can also be found at the top of all other pages.

8 The **Activity Detail** outlines the transaction activity. This includes any payments received, current, outstanding and deferred transactions and transactions under review.

9 **Transactions** are listed in order by due date and a subtotal has been provided.

10 The **total amounts due** within each section are easy to identify.

# CHANGE for the BETTER

Your statements and invoices are changing...

## 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



149 Vogel Street, Private Bag 1961  
Dunedin 9054, New Zealand  
**Customer Contact Centre**  
T 0800 353 966 F 03 968 3231  
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  
Despatch Date: 30/09/2017

**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	Q25X020 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**

**Aquaspec, a trading division of PGG Wrightson Limited.** Please settle all amounts by their due date to avoid interest being charged on the overdue and late paid transactions and your account being placed on STOP in accordance with Aquaspec's Terms of Trade. Our Terms of Trade apply. We update our Terms of Trade from time to time. A current 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

PAGE 1 OF 1

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