



SAMPLE INVOICE

Cooper's Communications Ltd

Lambton Towers, 195 Lambton Quay, PO Box 1234, WELLINGTON

TO:

Payments Officer
 Financial Services Unit
 NZ Agency for International Development
 Private Bag 18-901
 WELLINGTON

Invoice No: 12

GST No: 12-345-678

Date: 31 October 2003

Project: Fiji: Underground Telecommunications Installation

Period Covering: July 2003

DESCRIPTION	NETT	GST	TOTAL	REF# (and attach receipts)
Fees				
J Bloggs, 18 days NZ @ \$500/day	\$9,000.00	\$1,125.00	\$10,125.00	
J Bloggs, 6 days OS @ \$500/day	<u>\$3,000.00</u>	N/A	<u>\$3,000.00</u>	
Sub Total	\$12,000.00	\$1,125.00	\$13,125.00	
Airfares & Per Diems				
J Bloggs, Akl/Nadi/Suva/Nadi/Akl	\$1,212.31	\$0.00	\$1,212.31	#1
5 nights Suva, 1-5 July, @ \$181/day	\$905.00	N/A	\$905.00	#2
1 night Nadi, 6 July, @ \$202/day	<u>\$202.00</u>	N/A	<u>\$202.00</u>	#3
Sub Total	\$2,319.31	\$0.00	\$2,319.31	
Miscellaneous				
Telephone	\$109.33	\$13.67	\$123.00	#4
Car rental, F\$320 ext rate: @ 1.0075	\$317.62	N/A	\$317.62	#5
Photocopying. Done in-house. 1500 x 0.05c, 15 x \$1.20 (covers & binding)	\$82.67	\$10.33	\$93.00	-
Photocopying	\$1,066.67	\$133.33	\$1200.00	#6
Vaccinations	<u>\$213.33</u>	<u>\$26.67</u>	<u>\$240.00</u>	#7
Sub Total	\$1,789.62	\$184.00	\$1,973.62	
Purchases				
Laptops,\$3,050 each x 4	\$12,200.00	\$0.00	\$12,200.00	#8
School Books	<u>\$120,000.0</u> 0	<u>\$0.00</u>	<u>\$120,000.00</u>	#9
Sub Total	\$132,200.0 0	\$0.00	\$132,200.00	
Total	\$148,308.9 3	\$1,309	\$149,617.93	
Less Advance paid by NZAID			\$50,000.00	

TOTAL PAYABLE (including GST)

\$99,617.93