


PB Postage Invoice Sample (Page 1)



Lime and Lemons Cleaning
2 Altior Drive
Queensland, 4178 Australia

Pitney Bowes Australia Pty Ltd
ABN 82 001 475 921

PB Postage

1 If you need to contact us:
Please quote your account number
10001234

13 23 63
Mon - Fri 8am - 5pm

anz.contactus@pb.com
pitneybowes.com/au

OR PO Box 305
North Ryde BC
NSW 1670

2 Attn: Paul Smith

The amount due on your PB Postage account is \$2,437.50

Tax Invoice

3 Invoice Number: 103812345 Invoice Date: 18th August 2022

4 **Paying Your Invoice**

Electronic - Banking details: A/C Name: Pitney Bowes Australia, Citibank, BSB: 242 000 Account No: 234752049. Please quote your Invoice Number (103810066) as the reference, and forward the remittance to remittance.anz@pb.com

Direct Debit - Please call the Customer Services number (13 23 63) for a direct debit form to simplify your payment.

By Post - Please return the payment (payable to 'Pitney Bowes Australia Pty Ltd'), with the completed Remittance Advice to address below


Account Summary		
Date	Transaction Description	Amount
	Unpaid reset fees from previous statement(s)	0.00
18/08/2022	Total tax invoice 103812345 (inc GST)*	0.00
18/08/2022	Postage to top-up to agreed deposit balance* (GST not applicable)	2,437.50
	Total payable	2,437.50

* See page two/overleaf for details

Change Of Contact Details
If your contact details have changed, please inform us by sending an email to anz.contactus@pb.com

Our bank details have changed, please update your records

5 Please tear off remittance below and mail it with your payment



Remittance Advice

Pitney Bowes Australia Pty Ltd PO Box 305 North Ryde BC NSW 1670	Customer Name Account No Invoice No Amount Due	Lime and Lemons Cleaning 10001234 103812345 \$2,437.50
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1. The account number will show here.

2. The invoice total is displayed here. When a payment is collected by Direct Debit it will be indicated here.

3. The invoice number and date.

4. List of available payment and options and details specific to this bill type. Payment options and details may vary by bill type.

5. The Payee name and address are provided within the remittance advice slip. This slip should be included with any payments made by post.

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Postage Account		
Date	Transaction Description	Amount
	Previous Balance	355.00
18/08/2022	Reset for meter #3110617 (\$300 incl GST)	-300.00
18/08/2022	Reset Rebate (2.5%)	7.50
	Closing postage deposit balance ¹	62.50
	Agreed postage deposit balance²	2,500.00
	Uncleared funds ³	0.00
	Balance to top-up the account to agreed postage deposit balance ⁴	2,437.50

Please Note: The top-up⁴ amount = Agreed Balance² - Closing Balance¹ - Uncleared Funds³

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Meter Reset Transactions for Invoice 103812345		
Date	Transaction Description	Amount
	Meter reset fees	0.00
	GST	0.00
	Tax Invoice Total (inc GST)	0.00

6. A detailed breakdown of all items billed on this invoice and the amount required to replenish the accounts required agreed deposit balance.

7. If an account is charged a transaction fee for postage downloads, they will be listed here.