



pitney bowes

Pitney Bowes Australia Pty Ltd  
ABN 82 001 475 921

**PB Postage**

Lime and Lemons Cleaning  
2 Altior Drive  
Queensland, 4178 Australia

**1** If you need to contact us:  
Please quote your account number  
**10124758**

13 23 63  
Mon - Fri 8am - 5pm

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

OR PO Box 305  
North Ryde BC  
NSW 1670

**1.** The account number will show here.

**2** **Attn: Paul Smith**

The amount due on your PB Postage account is \$0.00

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

**Tax Invoice**

**3** Invoice Number: 103512344 Invoice Date: 1st February 2021

**3.** The invoice number and date.

**4** **Paying Your Invoice**

**Electronic** - Banking details: A/C Name: Pitney Bowes Australia, HSBC Bank, BSB: 342011 Account No: 516275005. Please quote your Invoice Number ( ) as the reference, and forward the remittance to pbleasing.au@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
01/02/2021	Total tax invoice 103512344 (inc GST) *	0.00
	<b>Total payable</b>	0.00

\* 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

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

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

**5** **Remittance Advice**

Pitney Bowes Australia Pty Ltd PO Box 305 North Ryde BC NSW 1670	<b>Customer Name</b> Lemon and Limes Cleaning <b>Account No</b> 10121234 <b>Invoice No</b> 103512344 <b>Amount Due</b> \$0.00
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**5.** The payee name and address are provided within the remittance advice slip. This slip should be included with any payments made by post.

**6** **Postage Account**

Date	Transaction Description	Amount
	Previous Balance	3,145.00
01/02/2021	Reset for meter #5100000 (\$100 incl GST)	-100.00
01/02/2021	Reset Rebate (2.5%)	2.50
	Closing postage deposit balance <sup>1</sup>	3,047.50
	<b>Agreed postage deposit balance<sup>2</sup></b>	<b>1,000.00</b>
	Uncleared funds <sup>3</sup>	0.00
	Balance to top up the account to agreed postage deposit balance	0.00

Please Note: The top-up<sup>4</sup> amount = Agreed Balance<sup>2</sup> - Closing Balance<sup>1</sup> - Uncleared Funds<sup>3</sup>

**7** **Meter Reset Transactions for Invoice 103512344**

Date	Transaction Description	Amount
	Meter reset fees	0.00
	GST	0.00
	<b>Tax Invoice Total (inc GST)</b>	<b>0.00</b>

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

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