



Submitting General Invoices

Including utilities, services and fees outside of a Work Order

Submitting your invoice with the **correct information** through the **required channels** will ensure **prompt payment** of your invoice.

General Invoices

All invoices not relevant to a Work Order are classified as general invoices. This includes but is not limited to:

- Utilities (e.g. electricity, water)
- Auditing services
- Legal services
- Insurance services
- Contracted fees (e.g. Building Management)

To submit an invoice relevant to a Work Order, please refer to the factsheet on our [website](#).

Submitting General Invoices

For all general invoices, **please email your invoice to invoices@stratachoice.com.au** with the invoice attached as an original PDF (not scanned or blurry).

Once submitted, your invoice will be processed in accordance with the approval delegation of the Scheme.

When your invoice has been paid, a remittance advice will be sent to your nominated email address.

Submitting Your Invoice Correctly

Please ensure the following information is clearly displayed on your invoice:

- The words 'TAX INVOICE'
 - If you are registered for GST, the ATO requires invoices to contain this wording in order to claim GST credit.
 - For further information, click [here](#).
- Your Australian Business Number (ABN).
- GST amount charged (if applicable).
- Property address where works were engaged.
- Plan Number as stated on the work order.
- A payment option via direct transfer (EFT) or BPAY.
 - We are unable to issue payments by cheque.
- Your contact details
 - If an email address is provided, you will receive a remittance advice once payment has been made.

TAX INVOICE
 Citizen Plumbing
 300 Bond Street
 SYDNEY NSW 2000
john@citizenplumbing.com.au
 ABN: 12 345 678 901

2 August 2019

To: SP 123456 – 1 Sydney Road, Sydney
 C/- Strata Choice
 GPO Box 5328
 SYDNEY NSW 2001

Work Order No: 00001

Quantity	Description	Amount
1	Plumbing repair for Unit 3	\$200.00
1	Materials	\$24.00
	GST	\$22.40
TOTAL (incl. GST)		\$246.40

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