

Example Only

I. PRACTITIONER AND PARTNERS



Insolvency Services
ABN 999 000 999
Level 52
Big Building
Big Street
SYDNEY 2000
Ph 02 5555 5555
Fax 02 7777 7777

Your letter head
and ABN

1 February 2006

Ref: AAAAAAA

Department of Education, Employment and Workplace Relations
GPO BOX 9879
CANBERRA ACT 2601

Attention Mr C Manager

Dear Sir/Madam

Must include
wording "Tax
Invoice"

Omit if
distributing only

Calculation of
amount for each
Service
GST INCLUSIVE

Tax Invoice

Example Pty Ltd (in Liquidation)
ACN 999 999 999

Verification for five (5) employees at \$100 per employee	\$500.00
Distribution for five (5) employees at \$100 per employee	\$500.00

Total of combined
services
GST INCLUSIVE

Net amount	\$909.09
GST	<u>\$ 90.91</u>
	\$1000.00

If you have any questions regarding this matter please contact Mr I Practitioner at this office.

Yours faithfully

I Practitioner
Official Liquidator