**TAX INVOICE**

|  |  |  |
| --- | --- | --- |
| TO:  | Queen Elizabeth the Second National TrustPO Box 3341WELLINGTON 6140 |  |

|  |  |  |
| --- | --- | --- |
| FROM: | Name: |  |
| Phone No: |  |
| Address:  |  |
| Email: |  |
| Bank Account Number: |  |

|  |  |  |
| --- | --- | --- |
| Covenant Ref:  |  |  |
| Project number: | TSF 5 |  |
| GST Registered:  | Y/N |  |
| GST No (If registered): |  |  |

|  |  |
| --- | --- |
| Date: |  |

*Please note: For upfront invoices just include that description.*

***For all other invoices*** *please include a copy of all receipts that you wish to be reimbursed for. Please record your in-kind labour (@$25/hr) or other contributions towards the project in the second table.*

|  |  |
| --- | --- |
| **Description of purchases:** | **Cost $** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Subtotal (excl. GST) | $ |
| 15 % GST (do not include if not GST registered) | $ |
| **National Trust to pay (GST Incl.):**  | $ |
| **Table of in-kind or other financial contributions towards your project** |
| **Item type** | **Cost $** |
| Labour (@ $25/hr):  |  |
| Other costs:  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Signed (by Landowner) |  |
|  |  |
| Date: |  |

NOTE: Electronic signatures will be accepted

Payment will be made on the 20th of the month after the month the invoice was received.