

TAX INVOICE

Dear Sir/Madam

Please find the Tax Invoice from _____(insert school name) for the supply and use of the school’s utilities whilst on site during the building process.

Utility Supply Service usage for the period _____ to _____

- 1. Electricity \$
- 2. Gas \$
- 3. Water \$
- 4. Admin 10% \$

Tick those applicable

Total due \$ _____ *inc GST*

It has been determined that the amount owing for the usage of Utility Supply Services used by your company during the **BER** contracted site works and covered in said contract for the project at the school.

Regards

Principal

School Council President
