

# Smith Jones & Associates

PO Box 104  
Newton  
Morrinsville

**Phone** 03 962 7340  
**Fax** 03 962 7345  
**Website** www.smithjones.com  
**Email** info@smithjones.com

## TAX INVOICE

To: Gordon Atkinson Cheng  
Mr G T Cheng  
477 Old Parkway  
Morrinsville

**Invoice Date** 18 May 11  
**Due Date** 20 Jun 11  
**Invoice Number** 2011051878666  
**GST Number** 100-004-168  
**Client Code** 11992  
**Page** 1

Description	Total
Professional services for year ended 31/03/2011.	
Meeting with you to discuss your end of year accountancy requirements.	
Analysing all receipts and payments, processing all information required, forwarding to your draft accounts for approval, discussing these, preparing and processing final statements.	
Preparing and filing Returns of Income for ....., calculating estimated tax payable, summarising details of tax liability, checking assessments, advising of payments due, and generally attending to all taxation matters as required.	6,200.00
Preparing and filing Return of Income, calculating estimated tax refund, checking assessments, advising of refund due and generally attending to all taxation matters as required.	
Attending to Trust administration, maintenance of Minute Book and appropriate resolutions.	

Please pay promptly.

### PAYMENT ADVICE

Please choose your preferred payment option:

**Client** Gordon Atkinson Cheng  
**Client Code** 11992  
**Invoice Number** 2011051878666  
**Due Date** 20 Jun 11  
**Total Due** **\$7,130.00**



#### Cheque

Please make cheque payable to **Smith Jones & Associates**



#### Direct Credit

Please make payment into the following account: Smith Jones & Associates, XYZ Bank, 12-1234-123456-00. Please use the reference **11992**.



#### Credit Card

Please call us with your credit card details on 03 977 9430. The minimum payment is \$100.00. The maximum payment is \$10,000.00.

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Either select your preference below and return this payment advice or visit [www.feessmartdirect.co.nz](http://www.feessmartdirect.co.nz) to arrange online.

**feesmart.6**

One payment of \$1,309.63 and 5 monthly payments of \$1,259.63

**feesmart.12**

One payment of \$700.61 and 11 monthly payments of \$650.61

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### Description

### Total

Sub Total	6,200.00
Total GST 15%	930.00
<b>TOTAL PAYABLE</b>	<b>\$7,130.00</b>