

## invoice template

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**To:** nicole@g8wayinternatio Nicole H <n. net.com.au>, Daryl  
Maguire <g8waydaryl@ dmaguire@  
**Date:** Tue, 27 Nov 2012 16:24:30 +1100  
**Attachments:** \_msg (5.63 kB); \_msg (5.63 kB)

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Hello Daryl and Nicole

Attached is a tax invoice template to be used for the event on Friday. Could you pass this on to Lydia or assist her once she provides details.

We are of course happy to accept the funds and hold them for future distribution but we don't want to be in a position where any expenses are allocated to G8way BEFORE the money is received. In other words we don't want Lydoa booking events and the like up and us being left with outstandings

Nicole, can you put this to the letterhead you received. It's not brilliant but all the details we need are on this invoice..abn etc

All that will need to be done is roll the invoice numbers with each client..01,02 etc

I'm sorry to be so long but I have an unwell father as you are aware and there have been a few setbacks today so i am really typing and running.  
I have had the briefest of conversations with Lydia this morning just confirming that something is on the way with invoicing. Need to get back to the family now so will catch up late tonight perhaps

Cheers  
Phil

**Note: If the letterhead looks too poxy just cut and paste this logo and go with it**

**Phil Elliott**  
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