## Invoice details

Invoice and your account details. If you have an overall Purchase Order number, this will appear here. If you have a PO for specific items, it will appear against the line item.

### 2 Your charges overview

You may have two or three circles depending on your account balance.

#### Overdue

1

Charges which were due from previous billing periods which have not been paid.

#### **Current Charges**

All charges for this billing period.

#### Total Due

All charges owning on your account.

<u>'Pay now in MyNow'</u> will take you straight to our customer portal to pay. You will need to have registered for an account.

We love to help. That's just who we are. So if you need anything, please call us on <u>0800 NOW BIZ</u> (0800 669 249). Or send us an email <u>nowbusiness@nownz.co.nz</u>.

# 3

# Upcoming payments

When you have a Direct Debit or Credit Card set up, this sentence will appear to let you know the amount and date that we will action a payment from you.





#### **Previous Bill Balance:**

Charges from previous billing period.

#### **Less Payments:**

Any payments you made during the last payment period towards the due amount on your account.



# Charges for this month

#### **Plans and Recurring Charges:**

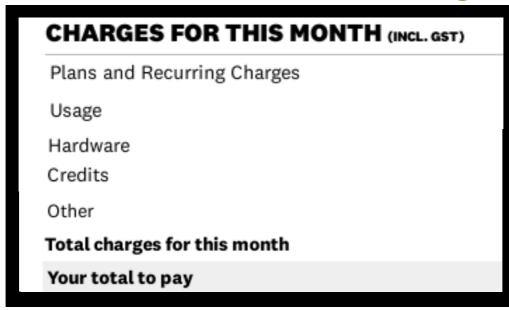
Charges for this billing period eg. Broadband and phone lines. **Credits:** 

Any one-off credits will appear here as a negative number.

There are more labels which may appear under this section (see below).



### Page 1



### **Charges for this month breakdown**

#### **Plans and Recurring Charges:**

Broadband and phoneline monthly charges.

#### **Usage:**

Charges for usage above what the plan covers. This could be extra data or call charges. Toll-free charges appear here.

#### Hardware:

Any hardware purchases eg. routers, phones and headsets.

#### **Credits:**

Any recurring credits or discounts on a specific product appear here.

#### Other:

Credits and discounts and some add-ons like voice recording services might appear here.

NOTE: ANY CREDITS OR DISCOUNTS WILL BE A NEGATIVE NUMBER - This is because it is subtracting the credit amount from the amount you owe.



| Address<br>Item Description                  | Billing Period        | Detail      | Quantity | Unit Price | Charg<br>Excl GS |
|--|-----------------------|-------------|----------|------------|------------------|
| PLANS AND RECURRING CHAR                     | GES                   |             |          |            |                  |
| Business D-Series Fibre 300x300<br>Unlimited | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$99.00    | \$99.0           |
| Business D-Series Phone Line                 | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$10.00    | \$10.0           |
| Total  |                       |             |          |            | \$109.0          |
|  |                       |             |          |            | \$109.0          |
| SUB TOTAL                                    |                       |             |          |            |                  |
| GST  |                       |             |          |            | \$16.3           |

#### <mark>6 Site breakdown</mark>

Each site/location will have a breakdown. These will be labelled with the service address of the site. There may be an Other Charges section after the individual locations; credits and hardware costs appear here.

#### 8 Charges for this month

This breakdown shows the subtotal (total excluding GST), the GST amount, and the total charge including GST.

## Plans and recurring charges

Plans and Recurring Charges: All plans and recurring monthly charges for this billing period eg. Broadband and phone.

Dade 91

Usage like call charges will appear under here too. For example:

#### **Address**

7

| / (000                       |                       |                     |          |                        |                    |
|------------------------------|-----------------------|---------------------|----------|------------------------|--------------------|
| Item Description             | Billing Period        | Detail              | Quantity | Unit Price<br>Excl GST | Charge<br>Excl GST |
| PLANS AND RECURRING CHARG    | iES                   |                     |          |                        |                    |
| SD-WAN Fibre                 | 01 Jul 23 - 31 Jul 23 | Monthly Fee         | 1        | \$296.93               | \$296.93           |
| Total                        |                       |                     |          |                        | \$296.93           |
| USAGE                        |                       |                     |          |                        |                    |
| Business D-Series Phone Line | 01 Jun 23 - 30 Jun 23 | 4 National Min      |          |                        | \$0.32             |
| Business D-Series Phone Line | 01 Jun 23 - 30 Jun 23 | 4284 Mobile Mir     | n        |                        | \$642.71           |
| Business D-Series Phone Line | 01 Jun 23 - 30 Jun 23 | 890 National<br>Min |          |                        | \$71.16            |
| Total                        |                       |                     |          |                        | \$714.19           |

Usage like toll free charges will appear under 'Other Charges' and labelled as Usage too. For example:

#### **Other Charges**

| Item Description      | Billing Period        | Detail         | Quantity | Unit Price<br>Excl GST | Charge<br>Excl GST |
|-----------------------|-----------------------|----------------|----------|------------------------|--------------------|
| USAGE                 |                       |                |          |                        |                    |
| Tollfree Call Charges | 01 Aug 23 - 31 Aug 23 | 0 TollFree Min |          |                        | \$19.95            |
| Total                 |                       |                |          |                        | \$19.95            |



From page 2 onwards, charges on your account will be broken down by location and type.

Under each location, the **Plans and Recurring** Charges associated with them are listed - normally broadband plan and/or phone line. Some usage charges may appear too eg. extra data and call charges.

The hierarchy of breakdowns is as follows:

Address one

- PLANS AND RECURRING CHARGES
- USAGE
- Address two
- PLANS AND RECURRING CHARGES
- USAGE
- Other charges
- PLANS AND RECURRING CHARGES
- USAGE
- HARDWARE

Other Charges are charges that aren't location specific.

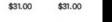
## newbusiness.

| Ad | d | ress | Or | ۱e |
|----|---|------|----|----|
|    |   |      |    |    |

| Item Description                                     | Billing Period        | Detail      | Quantity | Unit Price<br>Excl GST | Charge<br>Excl GST |
|--|-----------------------|-------------|----------|------------------------|--------------------|
| PLANS AND RECURRING CHARG                            | ES                    |             |          |                        |                    |
| Business D-Series Fibre 300x300<br>Unlimited         | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$99.00                | \$99.00            |
| Business D-Series Phone Line<br>(Bundled) - 66503679 | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$10.00                | \$10.00            |
| Total  |                       |             |          |                        | \$109.00           |
| Address Two  |                       |             |          |                        |                    |
| Item Description                                     | Billing Period        | Detail      | Quantity | Unit Price<br>Exel GST | Charge<br>Exel GST |
| PLANS AND RECURRING CHARG                            | ES                    |             |          |                        |                    |
| Business D-Series Fibre 900x400<br>Unlimited         | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$129.00               | \$129.00           |
| Business Phone Line<br>66                            | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$5.00                 | \$5.00             |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Reach Premium User (NZ/AU<br>Calling) -              | 01 Sep 23 - 30 Sep 23 | Monthly Fee | 1        | \$31.00                | \$31.00            |
| Total  |                       |             |          |                        | \$537.00           |

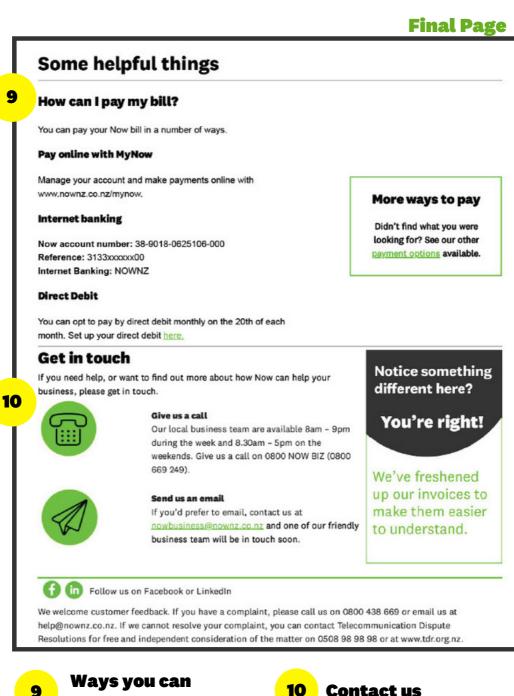
#### **Other Charges**

| Billing Period        | Detail   | Quantity   | Unit Price<br>Exel GST   | Charge<br>Exel GST  |
|-----------------------|--|--|--|---|
| ES                    |  |  |  |   |
| 01 Sep 23 - 30 Sep 23 | Call Recording<br>Storage Fee                  | 1  | \$140.00   | \$140.00  |
| 01 Sep 23 - 30 Sep 23 | Monthly Fee                                    | 1  | \$12.00  | \$12.00   |
|                       |  |  |  | \$152.00  |
|                       |  |  |  | \$793.00  |
|                       |  |  |  | \$118.95  |
| н                     |  |  |  | \$911.95  |
|                       |  |  | P  | ay now  |
|                       |  |  |  | Thank you.  |
|                       | 01 Sep 23 - 30 Sep 23<br>01 Sep 23 - 30 Sep 23 | 01 Sep 23 - 30 Sep 23 Call Recording<br>Storage Fee<br>01 Sep 23 - 30 Sep 23 Monthly Fee | 01 Sep 23 - 30 Sep 23 Call Recording 1<br>Storage Fee<br>01 Sep 23 - 30 Sep 23 Monthly Fee 1 | Balling Period Detail Quantity Exclass<br>01 Sep 23 - 30 Sep 23 Call Recording 1 \$140.00<br>Storage Fee 1 \$12.00<br>H |











Information on how you can pay your bill.

If paying by internet banking please ensure your include your account number in the 'Their Details' reference feild.



### **Contact us**

Our contact details - reach out if you have any questions

