



INVOICING PROCEDURE

BSB20120 Certificate II in Workplace Skills (4 Terms)

Cost	Participant Fee	\$345.00 per person (GST Free)
	Program Fee <i>GST Inclusive</i>	\$1,995.00 (this is a single fixed fee per school, regardless of the number of Binnacle certificate programs delivered). This is a one-off fee covering each cohort for the duration of the course.

Timeline

TERM 1	<p><u>INITIAL INVOICE</u> - To be issued by the end of Week 4, Term 1. This will include:</p> <ul style="list-style-type: none">Participant fee (\$345.00 pp) x 10 participantsSchool Program Fee (\$1995.00) - this program fee is invoiced once per School (regardless of how many Certificate programs offerings are being delivered at the School). <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 2	
TERM 3	<p><u>ADJUSTMENT INVOICE</u> - This will include:</p> <ul style="list-style-type: none">Participant fee (\$345.00 pp) for remaining students after enrolment cut-off (30 June). <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 4	



Example Invoice(s)

INITIAL INVOICE

NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate II in Workplace Skills.

Tax Invoice: Example High School		Invoice Date 13 Feb 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4417		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Certificate II in Workplace Skills participant fee: Initial Invoice (minimum 10 student places)	10.00	345.00	GST Free	3,450.00
Program Fee: Certificate II in Workplace Skills	1.00	1,813.36	181.34	1,995.00
			TOTAL	5,445.00

ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate II in Workplace Skills.

Tax Invoice: Example High School		Invoice Date 1 Aug 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4418		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - Certificate II in Workplace Skills: 5 additional students	5.00	345.00	GST Free	1,725.00
			TOTAL	1,725.00