

TAX INVOICE - GST No 68-727-316

COMPANY NAME: _____

DATE: _____ INVOICE NUMBER (to be issued by head office): _____

INSTALLATION CHARGE inclusive GST

This is a one off charge to set up your company's SmartPayroll site. The installation charge is payable on confirmation of the order.

Please fill in the details and fees that apply to your company:

\$56.25 per company (ie \$50 plus gst)	\$
Plus \$11.25 per employee (ie \$10 plus gst)	\$
TOTAL DUE	\$ _____

Please select your payment method for the installation charge:

- Cheque (made out to SmartPayroll Ltd)
- Direct Credit (Bank Acct 12-3142-0248611-000) (Date to be Direct Credited:/...../.....)
- Direct Debit (Date to be taken by Direct Debit:/...../.....)

ONGOING MONTHLY CHARGES (inclusive GST)

SmartPayroll monthly charges are collected by direct debit from your nominated company bank account on the 15th of each month (or the nearest working day after).

Please select the option that applies to your company:

- | | | | |
|--------------------------|----------------------|---------------------------------|---------|
| <input type="checkbox"/> | 1 to 20 employees | Employees 1-5 per pay run | \$1.11 |
| | | Employees 6 onwards per pay run | \$2.24 |
| | | Plus monthly service fee | \$16.87 |
| <input type="checkbox"/> | 21 or more employees | Employees 1-5 per pay run | \$1.11 |
| | | Employees 6 onwards per pay run | \$1.86 |
| | | Plus monthly service fee | \$16.87 |

- SmartPayroll Ltd (SPL) is an on-line Payroll service. You have agreed to register for the SmartPayroll service.
- The installation of the SmartPayroll service will be carried out by SPL. Installation includes setting up your company and employees' details (as supplied by you) into your SmartPayroll site, providing the training you require to complete your first pay run and then ongoing free helpdesk support. The installation is deemed complete once your first payroll has been processed in the SmartPayroll system.
- Part of the installation process includes applying to your bank for a Payroll Letter of Credit. Please note some banks charge customers to set up a Letter of Credit and you may wish to negotiate those charges with your bank manager.
- Generally bank transactions incur a small fee. ASB Management Services Ltd (AMSL) will make the payroll transactions from your account to your employees' bank accounts and there will be a small fee per transaction.
- A refund of your installation fee will be issued if SPL has not commenced or is unable to complete the installation process, or if you decide within 30 days of signing this order that you do not wish to proceed.
- All data and information relating to your company's business shall be treated as confidential by SPL.
- By signing this I confirm acceptance of SmartPayroll service and have read and agree to the terms and conditions of installation above. I agree to provide any relevant information required to assist in the implementation of SmartPayroll.

For and on behalf of **YOUR COMPANY**:

For and on behalf of **SMARTPAYROLL LTD**:

Signed: _____

Signed: _____

SIGN UP INFORMATION (VIA WEBSITE)

COMPANY INFORMATION

Registered company name:

Trading as name:

Physical Address:

Postal Address:

No of employees:

CONTACT PERSON #1

CONTACT PERSON #2

Name:

Title/Position:

Phone Number:

Fax Number:

Mobile Number:

Email Address:

IRD INFORMATION

Company IRD Number:

Small or Large Employer:

ACC Code (5 digits):

ACC Levy Rate:

BANK ACCOUNT DETAILS

Account Name:

Account Number:

Bank:

Branch:

Account Manager Name:

Account Manager Phone Number:

PAYROLL INFORMATION – LETTER OF CREDIT

Amount: Frequency (ie weekly, fortnightly or monthly):

MISC INFORMATION

Sales Rep:

Industry Type:

Lead Source:

Previous Product:

Any comments: