

Curtin University
Get Paid Faster With Our New Invoicing Procedure

Reduce the time between sending an invoice and receiving payment by following our below criteria :

1. The invoice is “Attention To” the specific Curtin staff member ordering the goods/services.
2. Quote our trading name in full – “Curtin University”.
3. Australian Business Number (if applicable) & unique invoice number - ensuring to **reference the invoice number in bold within the email.**
4. Total amount & currency, inclusive of GST (if applicable).
5. Inclusion of a Curtin University Purchase Order number, where one has been provided.
6. Once complete, send all PDF generated invoices (one invoice per PDF) – HTML links are not accepted – directly to our invoicing software: invoices@curtin.edu.au – copying (cc) in other relevant Curtin contacts. Invoices are not properly received until they reach the invoices@curtin.edu.au mailbox.

Please note:

Curtin has 30 day payment terms from the end of the month in which the invoice is received and accepted by the University.

Please see below page for a template invoice if required.

Template Invoice

INVOICE

[Company Name]

[(3). ABN]

[Street Address]

[City, ST ZIP Code]

Phone [phone]

Email [email]

(3). INVOICE #[NUMBER]
DATE: [CLICK TO SELECT DATE]

TO:

[(1). Curtin Staff Member]

[(2). Company Name: Curtin University]

[Delivery Address]

FOR:

[Project or service description]

(5). P.O. [Number]

DESCRIPTION	AMOUNT
[Enter Bank Details Here]	SUBTOTAL (4). GST (4). TOTAL [AUD]

Thank you for your business!