
GOODS AND SERVICES TAX FOR CLIENTS

POLICY DOCUMENT

DAVID CHRISTIE AND ASSOCIATES

External Release

Overview

This document has been prepared to ensure that *David Christie and Associates* and its clients maintain compliance with current and proposed changes to the Income Tax Legislation. Whilst some of the initiatives may be considered disproportionate, they are nonetheless consistent with the historically successful policy of moderate conservatism. David Christie & Associates take great pride in their ability to honour all agreements with clients in a professional and timely manner.

1. Goods and Services Tax

David Christie & Associates is registered with the Australian Tax Office under the New Tax System to charge GST on all goods and services provided to clients that will be used within Australia. The GST will be charged from 1 July 2000 onwards. (See <http://www.taxreform.ato.gov.au/>)

2. Invoices

All invoices issued by David Christie & Associates will include the following:

- Date and nature of goods and services provided.
- ABN as issued by the Australian Tax Office.
- Charge for goods and services provided in Australian Dollars.
- A separate line item stating the amount of GST charged.
- The total amount to be paid inclusive of GST.
- Our Terms of Payment.
- State clearly that it is a “Tax Invoice”.
- If the tax invoice is over \$1000.00, then the ABN of the recipient will be displayed.

3. Terms of Payment

To attract and retain the best resources, we pride ourselves on being able to honour invoices from sub contractors and suppliers within seven days. Therefore, it is important for our survival that payment of our invoice happens within 7 days from the date of issue of the invoice.

4. Transitional Issues

Any and all contracts or invoices with or from David Christie & Associates that span the 1st July 2000 shall contain a clause referencing this policy document and the prerequisite legal compliance. However, the GST component is not required to be included on invoices until 1st July 2000.

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