



## ADT FIRE MONITORING SERVICE AGENT COMMUNIQUÉ

Level 1, Building 6, Central Park  
666 Great South Road  
PO Box 2439  
Shortland Street, Auckland 1140  
New Zealand  
Phone: 0800 238 111  
Fax: 0800 238 113  
adt.firemon.nz@tycoint.com  
www.adtfiremonitoring.co.nz

05<sup>TH</sup> DECEMBER 2008

COMMUNIQUÉ XLX

1. INVOICE DETAIL REQUIREMENTS
2. SAMPLE INVOICE

### 1. INVOICE DETAIL REQUIREMENTS

#### (i) Invoicing and queries:

All Invoices need to be sent to –  
ADT Fire Monitoring  
PO Box 2439  
Auckland 1140  
Attn:Accounts

All queries regarding service invoicing must be made to **Michael Fernandes, ADT Fire Monitoring Service Administrator** 0800 238 111 or [mifernandes@tycoint.com](mailto:mifernandes@tycoint.com)

Please do **not** raise invoices or queries directly with Accounts Payable at New Lynn. To do so may result in delays of payment.

#### (ii) Information to be included:

To ensure **prompt payment** of your Tax Invoice, ADT Fire Monitoring advise the following information be must included on each invoice:

1. FA or ASE number
2. Site address
3. Date the Technician attended site
4. Onsite and offsite Times
5. Fault details
6. Description of work carried out to fix fault
7. Breakdowns of:
  1. Labour
  2. Parts used
  3. Kilometres

#### (iii) Attachments:

Following is a sample invoice which sets out the information required on each invoice.

**PLEASE PASS THIS ON TO ALL CONTRACTORS AND SUB-CONTRACTORS**



**ADT FIRE MONITORING  
SERVICE AGENT COMMUNIQUÉ**

**2. SAMPLE INVOICE:**

**CHARGE TO:**  
ADT Fire Monitoring  
P O Box 2439  
Auckland  
Attention: Accounts

**PAGE:** 1

**INVOICE DETAILS:**

Client No : 666999  
Invoice : AG123456  
Date : 13/07/2003

**ACCOUNT QUERIES TO:**

Security Systems Ltd  
P O Box 5566  
Henderson  
AUCKLAND  
PH: 09 8877 556  
FAX: 09 7755 664

**GST Reg. No. 10-111-333**

**DESCRIPTION:**

ASE: 00033669  
Site: 123 Cemetary Road, Swanson, Warkworth  
Date: 01/05/06  
Comments: Received Page at 2230 for Faulty ASE. Called ADT to confirm still having problems, operator confirmed issue still occurring therefore technician attended site. Technician tested ASE Unit, and found that battery was dead. Replaced battery and tested through to ADT, all tests confirmed to be OK

Onsite: 2245 & Offsite: 2300	
Afterhour Callout	150.00
Battery	25.00
Mileage (less 50 km from Main Centre) = 64 @ \$0.70	51.80
	<hr/>
<b>Sub Total</b>	226.80
	<hr/>
<b>GST</b>	28.35
	<hr/>
<b>Total Owing</b>	255.15
	<hr/>

**Please detach and return with payment to:**

**Balance Due** 255.15

Security Systems Ltd  
P O Box 5566  
Henderson  
AUCKLAND

Amount Paid:	
Cheque No:	

Client No : 666999  
Invoice : AG123456  
Date : 13/07/2003

[ ] Please tick if there has been a change in your address details and write the correct details on the reverse of this remittance slip.

**PLEASE PASS THIS ON TO ALL CONTRACTORS AND SUB-CONTRACTORS**