

## Step 1

An email with a link to your invoice will be sent to the email address you designated in your membership application.

This email will come From: The Centre for Volunteering <maildelivery@freshbooks.com>



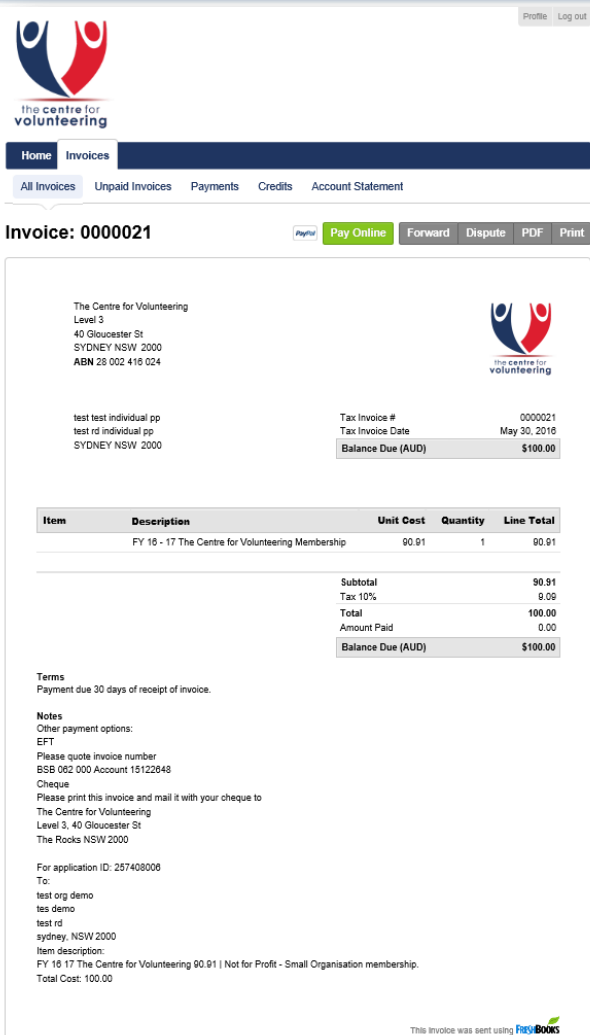
## Step 2

Click on the link in the email and it will open your web browser with your invoice.

The invoice will provide options for payment on the right hand side.

You can choose to pay via:

- [Online via paypal \(best for credit cards\)](#)
- [Bank Transfer/EFT](#)
- [Cheque](#)



The screenshot shows a web interface for an invoice from 'the centre for volunteering'. The top navigation bar includes 'Home' and 'Invoices'. Below it, there are links for 'All Invoices', 'Unpaid Invoices', 'Payments', 'Credits', and 'Account Statement'. The main header displays 'Invoice: 0000021' with a 'Paypal Pay Online' button and 'Forward', 'Dispute', 'PDF', and 'Print' options.

The invoice details are as follows:

**The Centre for Volunteering**  
Level 3  
40 Gloucester St  
SYDNEY NSW 2000  
ABN 28 002 416 024

**the centre for volunteering**

test test individual pp  
test rd individual pp  
SYDNEY NSW 2000

Tax Invoice # 0000021  
Tax Invoice Date May 30, 2016  
**Balance Due (AUD) \$100.00**

Item	Description	Unit Cost	Quantity	Line Total
	FY 16 - 17 The Centre for Volunteering Membership	90.91	1	90.91
	<b>Subtotal</b>			<b>90.91</b>
	Tax 10%			9.09
	<b>Total</b>			<b>100.00</b>
	Amount Paid			0.00
	<b>Balance Due (AUD)</b>			<b>\$100.00</b>

**Terms**  
Payment due 30 days of receipt of invoice.

**Notes**  
Other payment options:  
EFT  
Please quote invoice number:  
BSB 062 000 Account 15122648  
Cheque  
Please print this invoice and mail it with your cheque to  
The Centre for Volunteering  
Level 3, 40 Gloucester St  
The Rocks NSW 2000

For application ID: 257408006  
To:  
test org demo  
test demo  
test rd  
sydney, NSW 2000  
Item description:  
FY 16 17 The Centre for Volunteering 90.91 | Not for Profit - Small Organisation membership.  
Total Cost: 100.00

This invoice was sent using **FreeBooks**





# For those paying via Bank Transfer/ EFT

Bank Transfer/ EFT details can be found on the bottom left hand side of the invoice.

**EFT details:**

**BSB 062 000**

**Account 15122648**

**Account Name: The Centre for Volunteering**

**A description/ note must be provided.** Please quote the invoice number which can be found under The Centre's logo on the right hand side



Invoice: 0000021 Pay Now Pay Online Forward Dispute PDF Print

The Centre for Volunteering  
Level 3  
40 Gloucester St  
SYDNEY NSW 2000  
ABN 28 002 416 024



test test individual pp  
test rd individual pp  
SYDNEY NSW 2000

Tax Invoice # 0000021  
Tax Invoice Date May 30, 2016  
Balance Due (AUD) \$100.00

Invoice Number

Item	Description	Unit Cost	Quantity	Line Total
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	Tax 10%			9.09
	Total			100.00
	Amount Paid			0.00
	Balance Due (AUD)			\$100.00

Terms  
Payment due 30 days of receipt of invoice.

Notes  
Other payment options:  
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BSB 062 000 Account 15122648

EFT Details

Please print this invoice and mail it with your cheque to  
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Level 3, 40 Gloucester St  
The Rocks NSW 2000

For application ID: 257408006  
To:  
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test demo  
test rd  
sydney, NSW 2000  
Item description:  
FY 16 17 The Centre for Volunteering 90.91 | Not for Profit - Small Organisation membership.  
Total Cost: 100.00



# For those paying by cheque

Click the print button and attach a hard copy of the invoice with your cheque.

You can send this to the following address:

**The Centre for Volunteering**  
**Level 3, 40 Gloucester St**  
**The Rocks NSW 2000**



Profile Log out

Home Invoices

All Invoices Unpaid Invoices Payments Credits Account Statement

Invoice: 0000021

Pay Now Pay Online Forward Dispute PDF Print

The Centre for Volunteering  
Level 3  
40 Gloucester St  
SYDNEY NSW 2000  
ABN 28 002 416 024



test test individual pp  
test rd individual pp  
SYDNEY NSW 2000

Tax Invoice # 0000021  
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Balance Due (AUD) \$100.00

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Cheque  
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test demo  
test rd  
sydney, NSW 2000  
Item description:  
FY 16 17 The Centre for Volunteering 90.91 | Not for Profit - Small Organisation membership.  
Total Cost: 100.00

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