

Getting Paid by Council

As a paid artist with the National Youth Week Brisbane Launch Event, we want to see you get paid. Below is the brief outlining the smoothest way to ensure that there are no hiccups.

Attached to this email is a collection of documents. The ones related to getting paid are:

- Example Quote
- Example Invoice
- Quote Template
- Invoice Template

The example documents outline how best to fill them out. The templates are there for you to fill out. If you have your own quote and invoice template, feel free to use them.

ABN & GST

If you are **not** registered for GST, don't charge us GST. If you are in doubt as to you being registered for GST, then you probably aren't. On the bottom of the page you will notice there is a line that says **Not Registered for GST**. If you are, delete the **Not**.

If you haven't got an ABN, seriously think about getting one. We here at Visible Ink would be more than happy to help you apply for one. It takes less than ten minutes and you get the ABN on the spot.

Step One: The Quote

The Quote is the first step that we can't skip. We require a quote from you as soon as possible. Please forward your quote to Lisa Lennon (lisa.lennon@brisbane.qld.gov.au) and put in the message header "NYW Quote - [Insert Your Name Here]. The sooner we get the quotes, the sooner we can get you a **purchase order number** (which you need to be able to invoice use for you services).

Step Two: The Invoice

Someone from the BCC accounts department will contact you with a purchase order number to use on your invoice. This can take a week to come in. When it arrives, put this on your invoice. We will need your invoice emailed through after the event; the sooner we get it, the sooner we can get the process started. Please forward your invoice to lisa.lennon@brisbane.qld.gov.au and please put in the subject header NYW Invoice – [Insert Your Name Here].

Might seems a little anal-retentive to tell you what to put in the subject header, but when you have seen the inside of a BCC email in box, you'd realize we get a bucket load of emails everyday! Good email headers mean we get to the email more efficiently.

BCC has a 30-day turn around on invoices once submitted. Please ensure that your bank details are correct on the invoice to avoid any bank related delays.

In Closing

If you have any queries, please email Lisa Lennon at lisa.lennon@brisbane.qld.gov.au