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# Purpose

The purpose of this procedure is to assist in the process of costing and billing associated with the department.

# Scope

For any staff member who will create a costing for a task carried out by the department

# Reference Documents

# Definitions

**GST -** Goods and Services Tax

**PDF -** Portable Document Format

# Flowcharts (Other Images)

# Procedures

**Send Proposal to company:**

* This is a detailed outline of requested service, costing and instructions on how to book requested services.
* Ensure all details are correct and it is saved as a PDF before sending. Follow up if no response within one week. For costing details, contact James Larkin. Template is located on I: Drive: Health and Wellbeing.

**Approval:**

* Following a reply from the company, costing and billing details need to be confirmed prior to commencement. A Costing Details form in then filled out with a breakdown of services, numbers and final cost of service. GST not included.
* On this form, there is a section for the company to fill in. This contains PO Number, contact details and other details if required. Send this document as PDF, requested it to be return with billing details as soon as possible. Template is located on I: Drive: Health and Wellbeing.

**Billing:**

* Once this document is returned, it needs to be forwarded to accounts, as soon as possible. Please forward to Janelle Dawson, requesting a Tax Invoice be prepared for the service.
* Write a detailed description of the service and prices to make this process easier for accounts if possible.

**Preparation:**

* Whilst you are organizing and waiting for approval, documents, etc., the course needs to be organised before departure.
* Please ensure all details regarding travel, accommodation, numbers and course content is finalised.

# Appendices