

TAX INVOICE

grace:

Hepburn Shire Council

Accounts Payable

Daylesford
Vic 3460

Invoice No: BT01694594
Account No: BAI00102
Invoice Date: 31/07/25
GRM Reference: BAL00102
Page No: 1

Grace Records Management (Australia) Pty Ltd
ABN 93 097 110 257

Date	Workorder No./Comments	Service Description	Customer Reference	No. Of Items	Rate	Total Charge (ex GST)
		Services				
		Online Monthly Access Fee	PU038282	1.00	0.0000	0.00
08/07/25	WO # 01356131	Scanning Fee per Page	PU038282	1.00	13.4056	13.41
08/07/25	WO # 01356131	Scanning in Large Format	PU038282	1.00	1.8304	1.83
08/07/25	WO # 01356131	Document Preparation/Scanning	PU038282	1.00	13.9256	13.93
				WO # 01356131 Total		29.17
10/07/25	WO # 01356827	Scanning Fee per Page	PU038282	1.00	9.6720	9.67
10/07/25	WO # 01356827	Scanning Fee per Page	PU038282	158.00	0.1352	21.36
10/07/25	WO # 01356827	Document Preparation/Scanning	PU038282	2.00	13.9256	27.85
				WO # 01356827 Total		58.88
30/07/25	WO # 01360982	Scanning Fee per Page	PU038282	1.00	13.4056	13.41
30/07/25	WO # 01360982	Document Preparation/Scanning	PU038282	1.00	13.9256	13.93
				WO # 01360982 Total		27.34
Trading Terms - Payment nett 14 days						Total ex GST AUD
Current						GST AUD
1 Month						Total inc GST AUD
2 Months						Continued
3 Months						
4 Months & over						



Bill Code: 556357
Ref: 4016945943

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BSB: 082-057
ACC no: 53-291-9464

Remittance: information@grace.com.au



9 Hephher Rd
Campbelltown NSW 2560

For online credit card payments visit
www.grace.com.au/online-payment

Branch Contact: Sydney: (02) 4645 8000 Brisbane: (07) 3246 6777 Melbourne: (03) 9680 0300 Adelaide: (08) 8405 5034 Perth: (08) 9454 0999 Darwin: (08) 8998 6935

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Date	Workorder No./Comments	Service Description	Customer Reference	No. Of Items	Rate	Total Charge (ex GST)
		Storage 01/08/25-31/08/25				
		Store C1 Standard Carton	PU038282	2,750.00	0.1879	516.73
		Store C2 Large Carton	PU038282	24.00	0.2646	6.35
		Store C3 Small Carton	PU038282	671.00	0.0979	65.69
		Store C4 Plan Carton	PU038282	5.00	0.2887	1.44
		Store C8 Plan Tube	PU038282	51.00	0.2887	14.72
		Store Odd Sized/Large Carton	PU038282	1.00	0.3608	0.36
		Store C10 Large Format Carton	PU038282	11.00	0.3608	3.97
		Services				
		Registration of File	PU038282	5.00	0.8000	4.00
		Place File into Storage	PU038282	4.00	2.3360	9.34
08/07/25	WO # 01356131	Retrieve File From Storage	PU038282	1.00	3.2000	3.20
				WO # 01356131 Total		3.20
10/07/25	WO # 01356827	Retrieve File From Storage	PU038282	2.00	3.2000	6.40
10/07/25	WO # 01356827	File Search Fee	PU038282	1.00	1.9000	1.90
				WO # 01356827 Total		8.30
30/07/25	WO # 01360982	Retrieve File From Storage	PU038282	1.00	3.2000	3.20
				WO # 01360982 Total		3.20
31/07/25	WO # 01361715	Gateway User fee	PU038282	2.00	2.0000	4.00
				WO # 01361715 Total		4.00
Trading Terms - Payment nett 14 days					Total ex GST AUD	Continued
Current					GST AUD	
					Total inc GST AUD	
1 Month						
2 Months						
3 Months						
4 Months & over						

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ABN 93 097 110 257

Date	Workorder No./Comments	Service Description				Customer Reference	No. Of Items	Rate	Total Charge (ex GST)
Trading Terms - Payment nett 14 days		Current	1 Month	2 Months	3 Months	4 Months & over	Total ex GST AUD GST AUD Total inc GST AUD		Continued

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Date	Workorder No./Comments	Service Description	Customer Reference	No. Of Items	Rate	Total Charge (ex GST)
		Storage 01/08/25-31/08/25				
		Store C1 Standard Carton	PU038282	20.00	0.1879	3.76
		Services				
		Place Carton into Storage	PU038282	20.00	2.3360	46.72
16/07/25	WO # 01357891	Delivery of Carton	PU038282	20.00	0.0000	0.00
16/07/25	WO # 01357891	Retrieve Carton From Storage	PU038282	20.00	1.9000	38.00
16/07/25	WO # 01357891	Total Deliveries for Workorder	PU038282	20.00	0.0000	0.00
				WO # 01357891 Total		38.00
Trading Terms - Payment nett 14 days						
	Current	1 Month	2 Months	3 Months	4 Months & over	Total ex GST AUD
	929.69	0.00	0.00	0.00	0.00	845.17
						GST AUD
						84.52
						Total inc GST AUD
						929.69



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