

# Grouped Invoicing Terms & Conditions

November 2017

**Synergy** (ABN 58 673 830 106)

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Grouped Invoicing is a service offered by Synergy which consolidates accounts for a customer into one account for billing purpose.

## Features

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- You can nominate which accounts are to be included in the Grouped Invoice (limits may apply subject to Synergy reviewing your nominated accounts).
- Synergy will issue one monthly Grouped Invoice to the address designated by the customer. This account will list all the nominated accounts eligible for the Grouped Invoice, known as Member accounts.
- Any Member accounts to be included on the Grouped Invoice must be at a nil balance at the time they are added.
- Once the Grouped Invoice account has been established we will advise you in writing of the Grouped Invoice account number and the monthly billing date. Payments to the Grouped Invoice account number cannot be made until you have been advised that the account has been established.
- The Grouped Invoice account is billed on a specific day each month as agreed by the customer and Synergy. If there are no Member Accounts to be billed when the Grouped Invoice account is due then no Grouped Invoice will be issued for the month.
- Payment is due within at 12 business days or the account is subject to Synergy's standard late payment charges.
- You may not add a Member account to a Grouped Invoice if the payment terms on that Member account differ from the standard 12 business days payment terms.
- Payments to the Grouped Invoice account are automatically allocated to the oldest Member account debt first.
- Any charges for the Member accounts are not billed until the Grouped Invoice is issued.
- Any adjustments to billing for Member accounts will be seen on the following month's invoice.

- The average daily consumption, consumption chart and average daily cost will not be displayed on your Grouped Invoice account.
- Western Power will continue to read its electricity meters according to its meter reading schedule.
- If due to the meter reading scheduled a Member account is not read in time to meet the set billing date for the month, the Member account will be billed the following month.
- You can request to revert back to a standard billing arrangement at any time. The Grouped Invoice must be at a nil balance to do this.
- Synergy can withdraw Grouped Invoicing at its discretion and revert you to a standard billing arrangement, subject to prior notice from Synergy.

