

OCG Consulting
 PO Box 7741
 Wellesley Street
 Auckland 1141
 Phone: 09 377 7575
 Fax: 09 307 4889



GST Number: 91 - 729 - 407

**BUYER CREATED TAX INVOICE - IRD APPROVED
 FOR EXECUTIVE LEASING SERVICES**

**To ensure prompt payment, please complete all of the following in full and scan to
 accounts@ocg.co.nz or fax to 09 307 4889 before 10:00am Tuesday.**

Lessee Information	
Surname:	
First Name:	
Trading As:	
GST No.:	
Address:	
Signature:	
Date:	
By signing this, you are certifying that the hours were worked by you during the week as shown below.	

Client Information	
Company Name:	
PO No:	
Approval's Name:	
Approval's Title:	
Phone No:	
Approval's Signature:	
Date:	
By signing this, you are verifying the hours worked, that you are satisfied with the work completed and that you accept the OCG Consulting Terms of Business.	

Certificate of hours worked for week ending:

Sunday / / 20

Please complete to the nearest ¼ hour

Day	Date	Time Start	Time Finish	Less Meal Time	Hours Worked		Note
					Hours	Mins	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours:							

Expenses	Description	Units	Rate	GST Exclusive
			\$	\$

Office Use Only	Rate \$	Exclusive	GST @ 12.5%	Inclusive
		\$	\$	\$