

Family Reconciliation Mediation Program Invoicing Guidelines

Who invoices FRMP and how?

Private Practitioners invoice FRMP directly.

- We request that invoices be submitted after sessions 3,6 and 10
- If the private practitioner would like to be paid by Electronic Funds Transfer, please fill in the EFT form on the following page.

Invoicing guidelines and requirements for private practitioners:

- Private Practitioners invoice FRMP directly.
- We request that invoices be submitted after sessions 3,6 and 10
- Please see the invoicing guidelines and requirements on the following page.
- If the private practitioner would like to be paid by Electronic Funds Transfer, please ask them to contact FRMP directly for details.

When submitting an invoice to FRMP please include the following:

- Make invoices out to Melbourne Citymission – FRMP
- FRMP ID number for the young person
- Date and session number (i.e. “Session 3 of 10”) of each session
- State if session being invoiced was attended/ not attended
- Your agency name
- Your ABN
- State that it is either a tax invoice (if you charge GST) or an invoice (if no GST is charged)
- Itemised costs
- The total cost (including any GST if applicable). If there is no GST please state GST is not charged

The invoice can be paid by cheque or preferably paid by EFT – please contact FRMP directly for further information.

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ELECTRONIC FUNDS TRANSFER PAYMENT FORM

COMPANY NAME:

ADDRESS:

CITY:

POSTCODE:

ABN:

CONTACT NAME (PRINTED):

CONTACT TITLE (POSITION):

PHONE: FAX

EMAIL ADDRESS: (required for payments by EFT)

BANK DETAILS

BANK NAME:

BRANCH:

BSB No. (6 digits):

ACCOUNT No.:

ACCOUNT NAME:

SIGNATURE:

DATE:

Please fax this form to Ingrid on 8625 4430