

Take Five

Guide To Generating An Invoice

Revision	Date	Description	Originator	Checked	Approved
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1 Introduction

If you find anything in this document that is not accurate, or is no longer applicable, then please contact us (<https://t5app.com/contact/>) so we can keep this document up to date.

2 Instructions

We use an e-commerce provider, FastSpring (<https://fastspring.com/>), to process payments. This allows us to sell around the world while focusing our efforts on the thing we do best; improving & supporting the software.

The steps below to generate an invoice are not particularly intuitive, if you require additional support, contact FastSpring consumer support (<https://fastspring.com/consumer-support/>) directly.

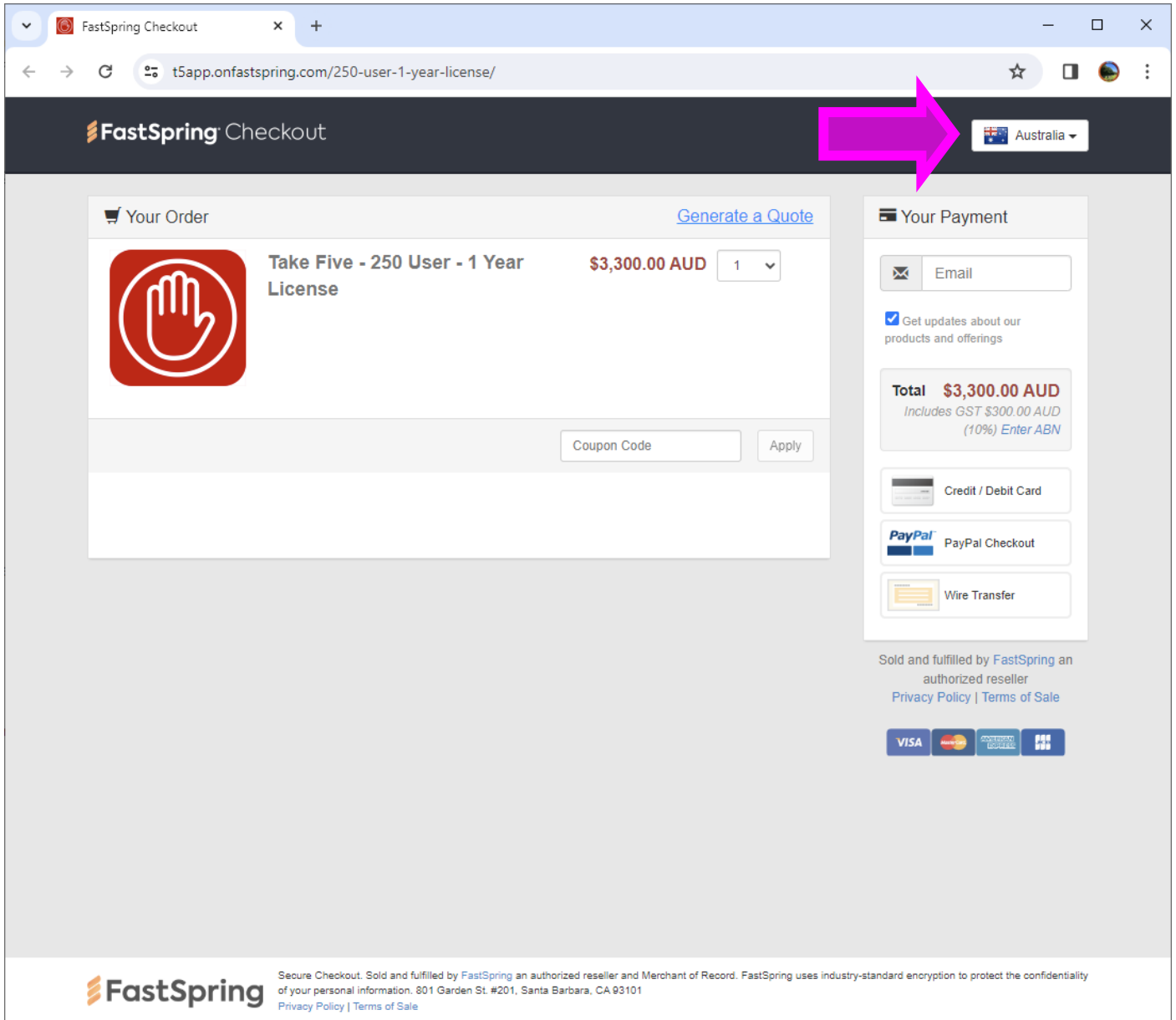
2.1 Step 1

Go to our pricing page (<https://t5app.com/pricing/>) and click the appropriately sized licence to cover your current, and future, user requirements.

This will take you to the FastSpring web site.


2.2 Step 2

Select the currency.



The screenshot shows a web browser window with the URL `t5app.onfastspring.com/250-user-1-year-license/`. The page title is "FastSpring Checkout". A pink arrow points to a dropdown menu in the top right corner that is currently set to "Australia".

Your Order [Generate a Quote](#)

	Take Five - 250 User - 1 Year License	\$3,300.00 AUD	1
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Coupon Code

Your Payment

Get updates about our products and offerings

Total \$3,300.00 AUD
Includes GST \$300.00 AUD (10%) Enter ABN

Sold and fulfilled by [FastSpring](#) an authorized reseller
[Privacy Policy](#) | [Terms of Sale](#)




FastSpring Secure Checkout. Sold and fulfilled by [FastSpring](#) an authorized reseller and Merchant of Record. FastSpring uses industry-standard encryption to protect the confidentiality of your personal information. 801 Garden St. #201, Santa Barbara, CA 93101
[Privacy Policy](#) | [Terms of Sale](#)

2.3 Step 3

Click 'Generate a Quote'.

The screenshot shows a web browser window with the URL `t5app.onfastspring.com/250-user-1-year-license/`. The page is titled "FastSpring Checkout" and has a location dropdown set to "Australia".

Your Order

- Item:  Take Five - 250 User - 1 Year License
- Price: \$3,300.00 AUD
- Quantity: 1


[Generate a Quote](#)

Coupon Code

Your Payment

-
- Get updates about our products and offerings
- Total \$3,300.00 AUD**
Includes GST \$300.00 AUD (10%) [Enter ABN](#)
-
-
-

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[Privacy Policy](#) | [Terms of Sale](#)

2.4 Step 4

Provide details, and then click 'Generate'.

The screenshot shows a web browser window with the URL `t5app.onfastspring.com/250-user-1-year-license/`. The page is titled "FastSpring Checkout" and features a "Your Order" section on the left with a hand icon. A "Generate Quote" modal is open in the center, containing the following fields:

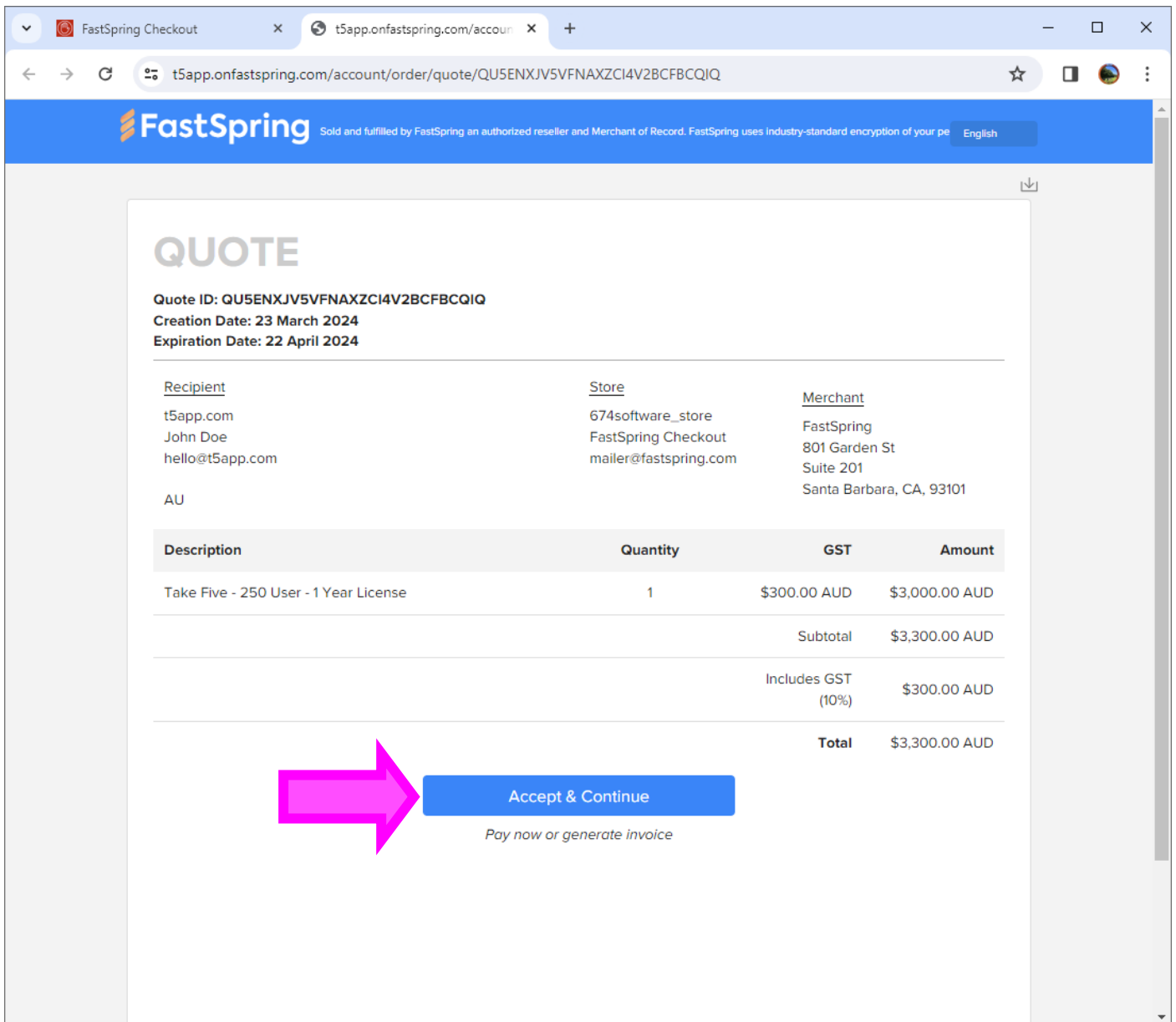
- Email: `hello@t5app.com`
- Name: `John Doe`
- Company: `t5app.com`
- Country: `Australia`
- Address: (two empty fields)
- City: (empty field)
- State: (empty field)
- Zip Code: (empty field)
- Phone Number: (empty field)

A pink arrow points to the blue "Generate" button at the bottom right of the modal. The background shows a "Your Payment" section with a total of `$3,300.00 AUD` and various payment options like "Credit / Debit Card", "PayPal Checkout", and "Wire Transfer".

At the bottom of the page, there is a footer with the FastSpring logo and the following text: "Secure Checkout. Sold and fulfilled by FastSpring an authorized reseller and Merchant of Record. FastSpring uses industry-standard encryption to protect the confidentiality of your personal information. 801 Garden St. #201, Santa Barbara, CA 93101. Privacy Policy | Terms of Sale".

2.5 Step 5

Click 'Accept & Continue'.



FastSpring Sold and fulfilled by FastSpring an authorized reseller and Merchant of Record. FastSpring uses industry-standard encryption of your pe English

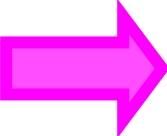
QUOTE

Quote ID: QU5ENXJV5VFNAXZCI4V2BCFBCQIQ
Creation Date: 23 March 2024
Expiration Date: 22 April 2024

<u>Recipient</u>	<u>Store</u>	<u>Merchant</u>
t5app.com John Doe hello@t5app.com	674software_store FastSpring Checkout mailer@fastspring.com	FastSpring 801 Garden St Suite 201 Santa Barbara, CA, 93101

AU

Description	Quantity	GST	Amount
Take Five - 250 User - 1 Year License	1	\$300.00 AUD	\$3,000.00 AUD
		Subtotal	\$3,300.00 AUD
		Includes GST (10%)	\$300.00 AUD
		Total	\$3,300.00 AUD

 [Accept & Continue](#)
Pay now or generate invoice

2.6 Step 6

Click 'Invoice'.

The screenshot shows a web browser window with the URL `t5app.onfastspring.com/account/order/quote/QU5ENXJV5VFNAXZCI4V2BCFBCQIQ`. The page is titled "FastSpring Checkout" and displays a quote for a total of \$3,300.00 AUD, including 10% tax. The quote ID is QU5ENXJV5VFNAXZCI4V2BCFBCQIQ, created on 23 March 2024, and expires on 22 April 2024. The recipient is John Doe from t5app.com. The merchant is FastSpring, located at 801 Garden St, Suite 201, Santa Barbara, CA, 93101. The quote description is "Take Five - 250 User - 1 Year Lic". The payment options include PayPal, Invoice, and WIRE TRANSFER. A pink arrow points to the "Invoice" button. The billing address is currently blank. The total amount to be paid is \$3,300.00 AUD.

GST	Amount
300.00 AUD	\$3,000.00 AUD
Subtotal	\$3,300.00 AUD
es GST (10%)	\$300.00 AUD
Total	\$3,300.00 AUD

2.7 Step 7

Click 'Generate Invoice'.

The screenshot shows a web browser window with the URL `t5app.onfastspring.com/account/order/quote/QU5ENXJV5VFNAXZCI4V2BCFBCQIQ`. The page is titled "FastSpring Checkout" and displays a quote summary on the left and a checkout form in the center. The quote summary includes:

- Quote ID: QU5ENXJV5VFNAXZCI4V2BCFBCQIQ
- Creation Date: 23 March 2024
- Expiration Date: 22 April 2024
- Recipient: t5app.com, John Doe, hello@t5app.com
- Company: t5app.com
- Description: Take Five - 250 User - 1 Year Lic

The checkout form is titled "FastSpring Checkout" and shows a total of **\$3,300.00 AUD**, including tax of \$300.00 AUD (10%). The form includes fields for:

- Email: hello@t5app.com
- Payment methods: Credit Card, PayPal, Invoice, and WIRE TRANSFER.
- First Name: John, Last Name: Doe
- Company (Optional): t5app.com
- Billing Address: Address, City, State, Postal Code, Phone Number, and Country (Australia).
- Purchase Order Number (Optional)
- Generate Invoice** button (highlighted with a pink arrow)

On the right side of the checkout form, there is a table showing the breakdown of the total amount:

	GST	Amount
Subtotal		\$3,000.00 AUD
Subtotal		\$3,300.00 AUD
Includes GST (10%)		\$300.00 AUD
Total		\$3,300.00 AUD

At the bottom of the page, it states "Sold and fulfilled by FastSpring — an authorized reseller."

2.8 Step 8

Click 'View Invoice'.

The screenshot shows a web browser window with the URL `t5app.onfastspring.com/account/order/quote/QU5ENXJV5VFNAXZCI4V2BCFBCQIQ`. The page displays a quote for a license. A modal window titled "Invoice and Payment Instructions" is overlaid on the page. The modal contains the following information:

- Message: "We sent a copy of order information to your email address."
- Section: "Invoice and Payment Instructions"
- Progress indicators: "Ordered" (checked), "Payment", and "Delivered".
- Item: "Take Five - 250 User - 1 Year License" with a red hand icon.
- Text: "Please pay your invoice to complete this order"
- Button: "View Invoice" (highlighted with a pink arrow)

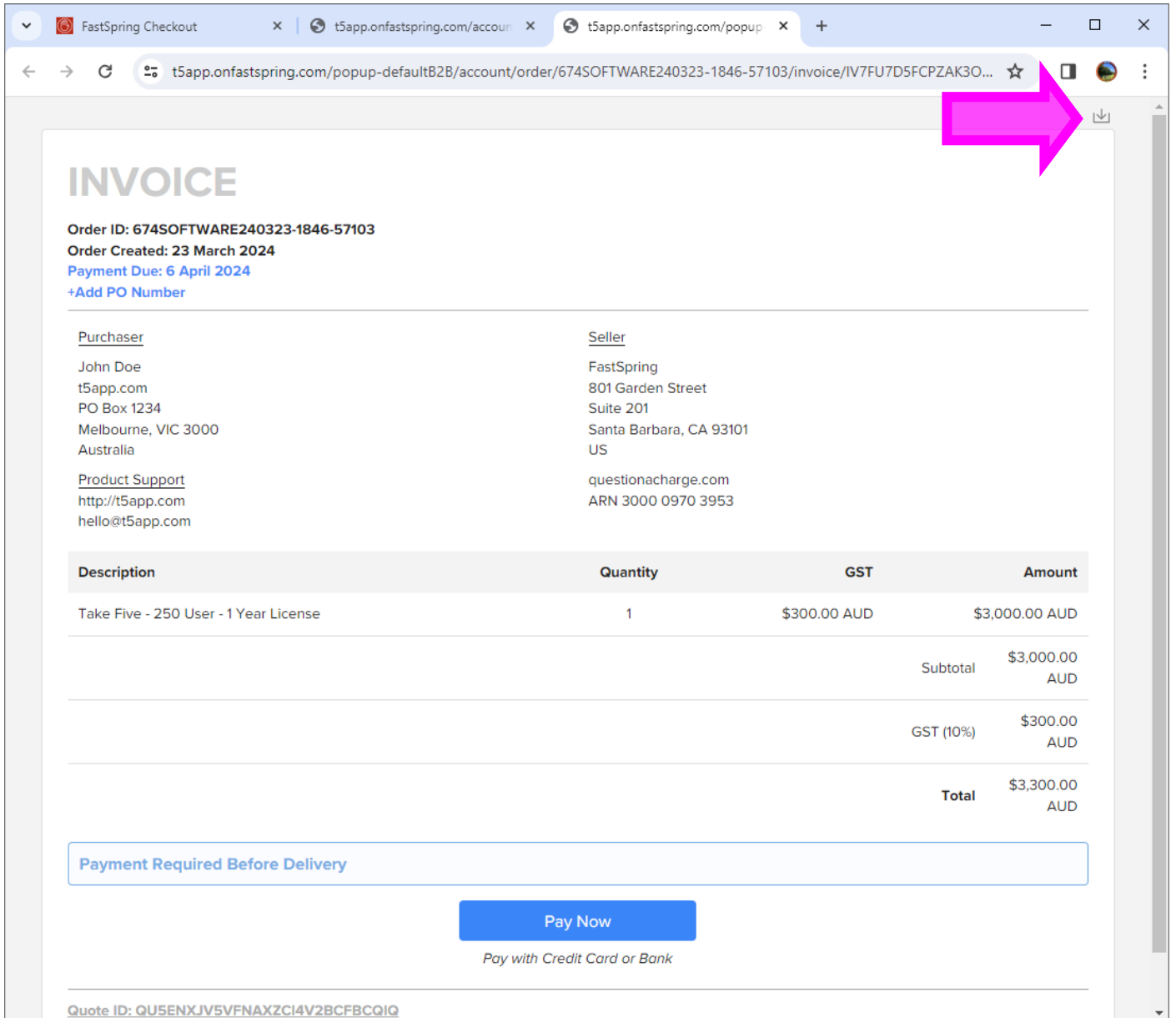
The background quote details include:

- Quote ID: QU5ENXJV5VFNAXZCI4V2BCFBCQIQ
- Creation Date: 23 March 2024
- Expiration Date: 22 April 2024
- Recipient: t5app.com, John Doe, hello@t5app.com
- Merchant: FastSpring, 801 Garden St, Suite 201, Santa Barbara, CA, 93101
- Order Reference: 674SOFTWARE240323-1846-57103
- Privacy Policy | Terms of Sale
- Accept & Continue
- Pay now or generate invoice

GST	Amount
00.00 AUD	\$3,000.00 AUD
Subtotal	\$3,300.00 AUD
GST (10%)	\$300.00 AUD
Total	\$3,300.00 AUD

2.9 Step 9

Click 'Download'.



INVOICE

Order ID: 674SOFTWARE240323-1846-57103
Order Created: 23 March 2024
Payment Due: 6 April 2024
[+Add PO Number](#)

<u>Purchaser</u> John Doe t5app.com PO Box 1234 Melbourne, VIC 3000 Australia	<u>Seller</u> FastSpring 801 Garden Street Suite 201 Santa Barbara, CA 93101 US
<u>Product Support</u> http://t5app.com hello@t5app.com	questionacharge.com ARN 3000 0970 3953

Description	Quantity	GST	Amount
Take Five - 250 User - 1 Year License	1	\$300.00 AUD	\$3,000.00 AUD
		Subtotal	\$3,000.00 AUD
		GST (10%)	\$300.00 AUD
		Total	\$3,300.00 AUD

Payment Required Before Delivery

[Pay Now](#)

Pay with Credit Card or Bank

Quote ID: QU5ENXJV5VFNAXZCI4V2BCFBCQIQ

2.10 Notes

You will also receive an automated email from FastSpring with a payment link to finalize the purchase.

The screenshot shows an email client window with the following details:

- Subject:** John Doe, payment required for the order 674SOFTWARE240323-1846-57103
- Sender:** FastSpring Checkout <mailer@fastspring.com> (Profile icon: FC)
- To:** hello@t5app.com
- Date:** Sat 23/03/2024 08:50
- Message Content:**
 - Header:** FastSpring logo and 674 Software Support Department.
 - Body:** Hello John Doe, Your order is pending completion until we receive your payment in full. [Pay now.](#) [Manage Your Orders](#)
 - Your Order:**

Take Five - 250 User - 1 Year License	\$3,000.00 AUD
Order Reference: 674SOFTWARE240323-1846-57103 View Invoice	Tax: \$300.00 AUD
	Total: \$3,300.00 AUD
 - Footer:** You have received this email after an order made through FastSpring – an authorized reseller.