

Everton Automation

Guide To Generating An Invoice

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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If you find anything in this document that is not accurate, or is no longer applicable, then please contact us (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://evertonautomation.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 products page (<https://evertonautomation.com/products/>) 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 header features the FastSpring logo and a dropdown menu for the country, currently set to "Australia". A large pink arrow points to this dropdown menu. Below the header, the page is divided into two main sections: "Your Order" and "Your Payment".

Your Order: Displays a red hand icon, the product name "Take Five - 250 User - 1 Year License", and the price "\$3,300.00 AUD" with a quantity of "1". A "Generate a Quote" link is visible. Below the order details is a "Coupon Code" input field and an "Apply" button.

Your Payment: Includes an "Email" input field, a checkbox for "Get updates about our products and offerings", and a total amount of "\$3,300.00 AUD" which includes GST. Payment options listed are "Credit / Debit Card", "PayPal Checkout", and "Wire Transfer".

At the bottom of the page, there is a footer with the FastSpring logo and a disclaimer: "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 the FastSpring Checkout page. The browser address bar displays 't5app.onfastspring.com/250-user-1-year-license/'. The page header includes the FastSpring logo and a location dropdown set to 'Australia'. The main content is divided into two columns: 'Your Order' and 'Your Payment'. In the 'Your Order' section, there is a red hand icon, the text 'Take Five - 250 User - 1 Year License', a price of '\$3,300.00 AUD', and a quantity of '1'. A pink arrow points to the 'Generate a Quote' link in the top right of this section. Below the order details is a 'Coupon Code' input field and an 'Apply' button. The 'Your Payment' section includes an 'Email' input field, a checkbox for 'Get updates about our products and offerings', a total amount of '\$3,300.00 AUD' (including GST), and three payment method buttons: 'Credit / Debit Card', 'PayPal Checkout', and 'Wire Transfer'. At the bottom, there is a note: 'Sold and fulfilled by FastSpring an authorized reseller' with links to 'Privacy Policy' and 'Terms of Sale', and logos for VISA, Mastercard, American Express, and Discover.

FastSpring Checkout Australia

Your Order [Generate a Quote](#)

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


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](#)

2.4 Step 4

Provide details, and then click 'Generate'.

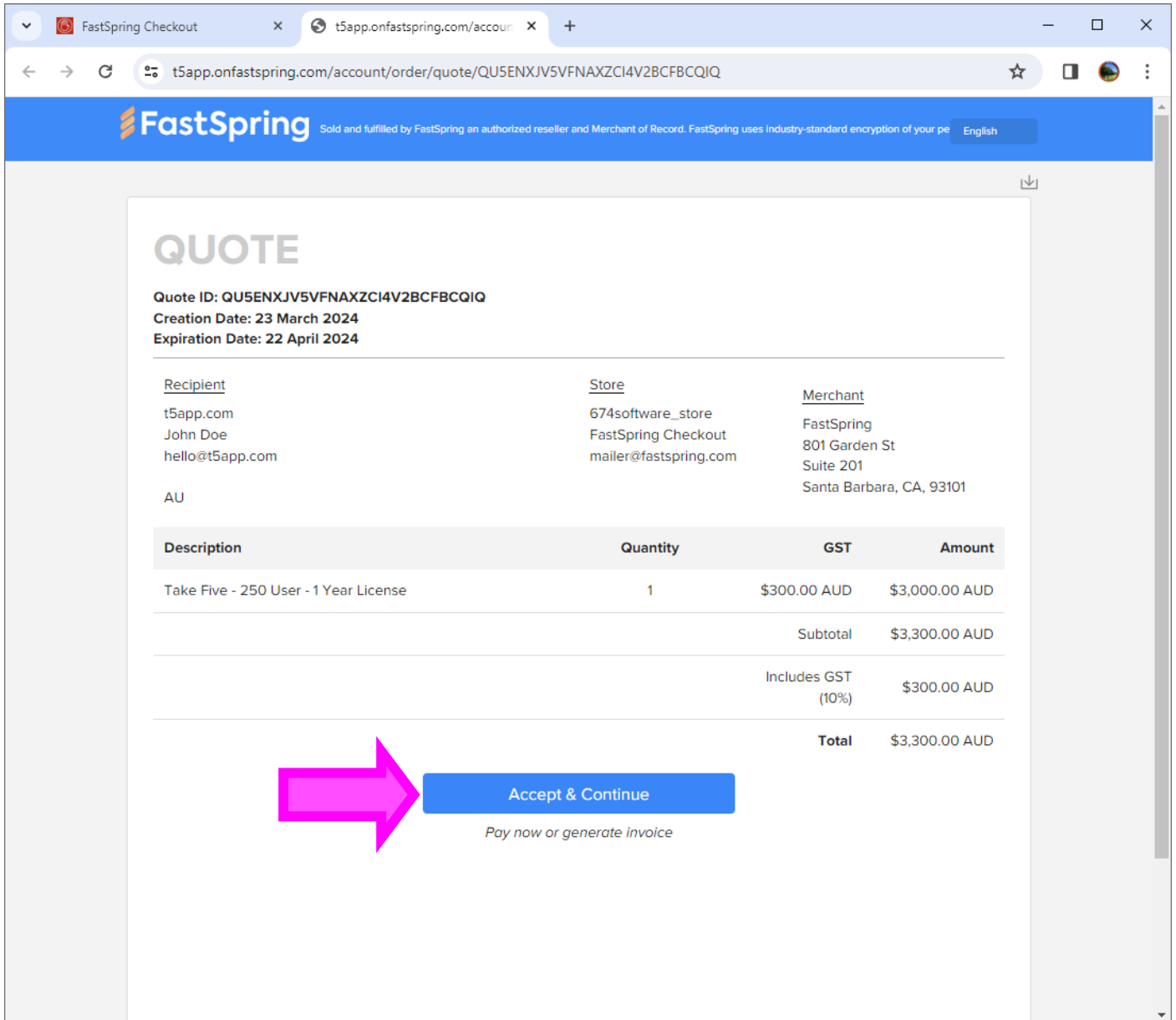
The screenshot shows a web browser window with the URL `t5app.onfastspring.com/250-user-1-year-license/`. The page is titled "FastSpring Checkout" and features a "Your Order" section on the left with a hand icon. A "Generate Quote" modal is open in the center, containing the following fields:

- 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 blue "Generate" button is located at the bottom right of the modal, with a pink arrow pointing to it. 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".

2.5 Step 5

Click 'Accept & Continue'.



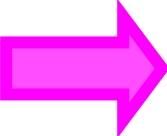
FastSpring Sold and fulfilled by FastSpring an authorized reseller and Merchant of Record. FastSpring uses industry-standard encryption of your pe English

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 at t5app.com. The merchant is FastSpring, located at 801 Garden St, Suite 201, Santa Barbara, CA, 93101. The quote includes a table with GST and Subtotal information. The checkout form includes fields for email (hello@t5app.com), first name (John), last name (Doe), company (t5app.com), card number, MM, YY, CVC, and billing address. A pink arrow points to the "Invoice" button in the payment options.

FastSpring
Checkout

Total: \$3,300.00 AUD
Includes Tax \$300.00 AUD (10%).

[Enter ABN](#)

Email: hello@t5app.com

Securely save payment details for future use

First Name: John, Last Name: Doe

Company (Optional): t5app.com

Card Number, MM, YY, CVC

Billing Address: Address, City, State, Postal Code, Phone Number, Australia

Pay \$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: QU5ENXJV5VFNAXZC
- 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, the merchant information is listed: FastSpring, 801 Garden St, Suite 201, Santa Barbara, CA, 93101. Below this is a table showing the breakdown of the total amount:

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

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 is open in the center, titled "Invoice and Payment Instructions". The modal contains a progress bar with three steps: "Ordered" (completed), "Payment" (current step), and "Delivered". Below the progress bar, there is a red hand icon and the text "Take Five - 250 User - 1 Year License". A green button labeled "View Invoice" is highlighted with a pink arrow. The background shows the quote details, including the recipient information, description, and a table of charges.

QUOTE

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

Recipient
t5app.com
John Doe
hello@t5app.com

AU

Description
Take Five - 250 User - 1 Year License

Merchant
FastSpring
801 Garden St
Suite 201
Santa Barbara, CA, 93101

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

We sent a copy of order information to your email address.

Invoice and Payment Instructions

Ordered ••• Payment ••• Delivered

Take Five - 250 User - 1 Year License

Please pay your invoice to complete this order

[View Invoice](#)

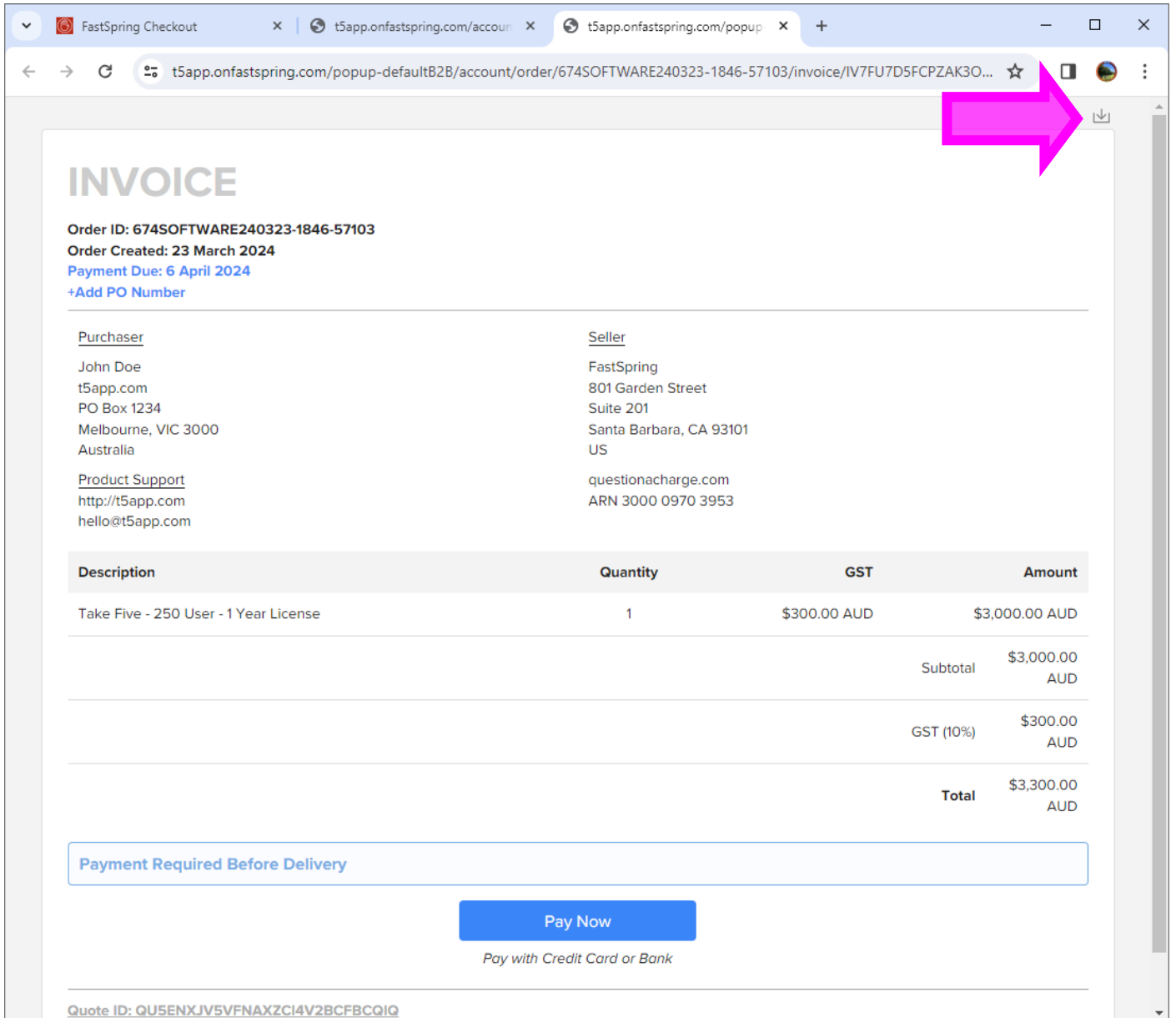
Order Reference: 674SOFTWARE240323-1846-57103

[Privacy Policy](#) | [Terms of Sale](#)
Accept & Continue

Pay now or generate invoice

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 - Message (HTML)
- Sender:** FastSpring Checkout <mailer@fastspring.com> To: hello@t5app.com
- Date:** Sat 23/03/2024 08:50
- Message Content:**
 - FastSpring** 674 Software Support Department
 - 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** **Tax: \$300.00 AUD**
 - [View Invoice](#) **Total: \$3,300.00 AUD**
 - You have received this email after an order made through FastSpring – an authorized reseller.