

**APH Catering and Events**

Department of Parliamentary Services  
Parliament House, CANBERRA, ACT 2600  
ABN: 52 997 141 147

Department of Parliamentary Services  
PO Box 6000  
Parliament House  
Canberra ACT 2600

Department of Treasury  
The Treasury,  
Langton Crescent,  
Canberra ACT 2600  
Australia

Contact: s 22

AR Number s 22

Room No. : s 22  
Arrival : 28-07-25  
Date : 30/07/25  
Tax Inv No. : 13200

## TAX INVOICE

Page (s)

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| Date                           | Description       |  | Debit  | Credit       |
|--------------------------------|-------------------|--|--------|--------------|
| 28-07-25                       | HS Food           | 24.07.2025-Seasonal mixed fruit presentation (gf, vegan)             | 75.00  |              |
| 28-07-25                       | HS Food           | 24.07.2025-Baked granola, muffins & fruit danish (cn, v) & 15 pieces | 150.00 |              |
| 28-07-25                       | HS Beverage       | 24.07.2025-Single serve tea & coffee                                 | 154.00 |              |
| 28-07-25                       | HS-Equipment Hire | 24.07.2025-Standard trestle table cloth                              | 10.50  |              |
| 28-07-25                       | HS-Equipment Hire | 24.07.2025-Trestle table   | 10.00  |              |
| 28-07-25                       | HS Delivery Fee   | 24.07.2025-Delivery fee  | 30.00  |              |
| Total in AUD                   |                   |  | 429.50 | 0.00         |
| Total includes GST of AUD      |                   |  | 39.05  |              |
| * Indicates non-taxable supply |                   |  |        |              |
| Balance in AUD                 |                   |  | 429.50 | GST Included |

Payment Terms: Net 30 days

Preferred Method of Payment: Electronic Funds Transfer  
Account name: DPS-Official Department APH Catering

s 22

Remittance Email: s 22 @aph.gov.au, Please indicate your AR Number and Tax Inv No. as payment reference.

To pay by credit card please call s 22 and have your credit cards details ready.

# APH CATERING AND EVENTS HOUSE SERVICES ORDER FORM

FOI 4020  
Document 2

Amended V1

Updated June 2025

|   |                           |
|---|---------------------------|
| Date of function:                                 | Thursday, 24 July 2025    |
| Name of function:                                 | Small Business Roundtable |
| Start time:                                       | 9:00am                    |
| Finish time:                                      | 5:00pm                    |
| Clearance time (for catering)                     | 12:30pm                   |
| Number of persons:                                | 20                        |
| Room location:                                    | 1S3 - moved from 2R2      |
| Catering location (INSIDE, OUTSIDE OR ANTE ROOM): | Outside                   |

|                                  |   |
|----------------------------------|---|
| AGREEMENT TO TERMS & CONDITIONS: | By Completing this Form, you agree to the APH Catering & Events Terms and Conditions of Cancellation. |
|----------------------------------|---|

| FOOD ITEMS  | UNIT PRICE | QUANTITY | TOTAL           |
|---|------------|----------|-----------------|
| Deliver @ 8:45am  |            |          |                 |
| Seasonal mixed fruit presentation (gf, vegan)             | \$ 75.00   | 1        | \$75.00         |
| Baked granola, muffins & fruit danish (cn, v) – 15 pieces | \$ 75.00   | 2        | \$150.00        |
|   |            |          |                 |
|   |            |          |                 |
| <b>TOTAL FOOD COST</b>                                    |            |          | <b>\$225.00</b> |

| BEVERAGE ITEMS             | UNIT PRICE | QUANTITY | TOTAL           |
|----------------------------|------------|----------|-----------------|
| Deliver @ 8:45am           |            |          |                 |
| Single serve tea & coffee  | \$ 4.40    | 35       | \$154.00        |
|                            |            |          |                 |
|                            |            |          |                 |
| <b>TOTAL BEVERAGE COST</b> |            |          | <b>\$154.00</b> |

| EQUIPMENT ITEMS              | UNIT PRICE | QUANTITY | TOTAL          |
|------------------------------|------------|----------|----------------|
| Deliver @ 8:45am             |            |          |                |
| Standard trestle table cloth | \$ 10.50   | 1        | \$10.50        |
| Trestle table                | \$ 10.00   | 1        | \$10.00        |
|                              |            |          |                |
|                              |            |          |                |
| <b>TOTAL EQUIPMENT COST</b>  |            |          | <b>\$20.50</b> |

| DELIVERY FEE              | UNIT PRICE | QUANTITY | TOTAL          |
|---------------------------|------------|----------|----------------|
| FIRST                     | \$30.00    | 1        | \$30.00        |
| SECOND                    | \$15.00    |          | \$0.00         |
| ALL DAY                   | \$55.00    |          | \$0.00         |
| <b>TOTAL DELIVERY FEE</b> |            |          | <b>\$30.00</b> |

|                       |                 |
|-----------------------|-----------------|
| <b>FUNCTION TOTAL</b> | <b>\$429.50</b> |
|-----------------------|-----------------|

| CLIENT DETAILS                         |                              |  |  |
|--|------------------------------|--|--|
| Name:                                  | s 22                         |  |  |
| Department/Office/Company:             | Treasury                     |  |  |
| Contact number:                        | s 22                         |  |  |
| E-mail address:                        | s 22                         |  |  |
| Address:                               | Langton Crescent, Parkes ACT |  |  |
| Catering PM/AR no. (no input required) | s 22                         |  |  |
| Client signature                       | s 22                         |  |  |
| Date:                                  | 30/07/2025 13:49             |  |  |
| APH Catering and Events Contact        | s 22                         |  |  |