



Invoice Guidelines for Agents

Why is it important to follow this guideline?

Some agents hold international bank accounts that can **only receive payments in a specific currency, such as their local currency or USD**. If this information is not clearly provided, we may not know which currency the payment should be remitted in, which can result in delays or additional bank processing issues.

To ensure an efficient payment process and avoid unnecessary delays, we kindly ask **all agents to include their preferred remittance currency as a note on the invoice**.

You may use a note such as:

"Payment to be remitted in NZD"

"Payment to be remitted in AUD"

(Please indicate the accepted currency from your bank account)

The only exception to this guideline is when a **New Zealand bank account is provided**. As this will be processed as a local transfer, the payment will automatically be remitted in NZD.

Please note that simply writing **NZD** next to the amount to be received **does not** indicate your bank's preferred currency. It only shows that the payment is being sent from New Zealand and reflects the originating country's currency.

Example of a valid invoice ↓

(The agency may use their standard invoice template, as long as the preferred currency note is included)

Sample of Valid Invoice



Company Logo
Company Name
Company Address
Zipcode
Company Email Address
Company Website Address

Invoice

Today's Date
Invoice Reference Number
To: LSNZ LTD
11 Hawthorne Drive Level 2, Frankton, Queenstown 9300

LSNZ ID NO	Student Name	Course Name and Duration	Start Date	Commission Rate	Commission Amount
					NZD\$

Bank Details

Bank Name
Bank Code
Bank address (include the country)
Account Name
Account number
SWIFT

***Please remit the payment in NZD**

*Please confirm which currency you prefer for your commission payment. Note that some international banks only accept payments in certain currencies, such as USD.