

One bill, one payment *Yes*



Simplify to a single bill to help cut billing confusion.

Optus Single Bill is a flexible billing service that incorporates your Optus Data, Mobile¹ and Switched Voice² services into the one bill to make it easier for you to manage your communication costs. Optus Single Bill allows you to tailor your billing to reflect the structure of your organisation and its changing requirements.

For example, you can choose to receive just a single bill, or multiple bills that correspond to particular divisions or departments. With Optus Single Bill, the choice is entirely yours.

Features and benefits

One bill for all products and services

Optus Single Bill can aggregate all* of your Optus service charges into the one bill to show a single payment figure for your entire organisation. It allows you to see your total spend at a glance, making it easier for you to manage your communications budget. Optus Single Bill gives you greater control over your cash flow and reduces administration costs by minimising the number of bill payments you need to make.

Simple cost centre mapping

Optus Single Bill lets you tailor your billing structure to meet your business needs. Its versatility means that your account hierarchy can reflect structural entities within your organisation, instead of just product or service categories. For example, reporting can be by company, division or department. So tracking of service usage and associated costs becomes much simpler. Also, with Optus Single Bill, service charges can be mapped directly to relevant departments, reducing the need for additional bill analysis tools.

You can also change your billing structure at any time, to ensure your communications services keep pace with the growth of your business.

Clear and concise information

Optus Single Bill provides a variety of summary formats to simplify the way you view your billing information. Simple summaries by department, product and service number provide meaningful management information. For example, the Summary by Business Unit section reflects the hierarchical nature of the organisation through a simple cost centre breakdown.

Graphical reporting

To assist managers with their trend analysis reporting, Optus Single Bill includes a Year-to-Date graphical report which provides an "at a glance" view of current, average and previous years spend.

* 1. Account level mobile aggregation plans are excluded

2. Switched voice excludes any Telstra local call service billed by Optus, Optus Local Access Telephony and Local Access Direct.

Potential uses

Optus Single Bill assists managers who need to monitor and control staff communication usage and cost centre expenditure.

Optus Single Bill provides these managers with a simple cost centre breakdown of all their call costs. The information is then broken down into a summary of costs per individual service number, to provide the organisation with an effective management tool for highlighting extraordinary costs and controlling excessive usage, whilst freeing staff from the task of sorting through pages of listings to determine their own call expenses. Optus Single Bill is more than a bill, it's a valuable management reporting tool.

Case example

As an example, consider a management consultancy organisation that has numerous Sales staff travelling interstate on a regular basis. The Optus Mobile Digital service represents the highest spend category for the organisation and is an important budget item. Keeping regular track of this information would be made easier with Optus Single Bill's Service Summary section, which provides the organisation with a summary of costs per individual service number. The organisation can utilise this option to provide staff with a summary of their individual service usage details. In this way, staff are freed from the task of sorting through pages of listings to determine their own call expenses.

Single bill layout

OPTUS ACCOUNT

Bill Enquiry
Optus Billing Service No. 18
1800 555 937
See back of bill for details

Customer account number: 1000 1000 10

Previous amount	Payments	Adjustments	GST Adjustments	Balance forward
0.00	0.00	0.00	0.00	0.00

New charges: \$150,302.65

New charges due: 13 Sep 16

Total amount due: \$150,302.65

SUMMARY OF CHARGES

Roaming charges	4,045.10
Other charges and credits	216,753.33
Equipment charges	188.34
Unsettled usage charges	216,250.68
Discounts	208,304.35 CR

Invoice number: 0102184
Issue Date: 14 Aug 16
Page: 1 of 22

CSY	Balance forward
New charges	150,302.65
Balance forward	0.00
TOTAL AMOUNT DUE (including GST)	\$150,302.65

HOW TO PAY: SEE REVERSE SIDE FOR DETAILS AND OTHER INFORMATION

OPTUS PAYMENT SLIP

Optus Billing Service No. 18
1800 555 937
See back of bill for details

Customer account number: 1000 1000 10

Invoice number: 0102184

Optus Billing Service No. 18
1800 555 937
Sydney NSW 1119

New charges due: 13 Sep 16

Total amount due: \$150,302.65