

TAX INVOICE

Business name _____
ABN _____
Licence no. _____
Phone / email _____

Invoice no. _____
Date issued _____
Payment due _____
Quote / job no. _____

BILL TO

Name / business name _____ Site address _____
ABN (business customers) _____
Phone / email _____ Their reference / PO _____

For a total of \$1,000 or more, the customer's name or ABN must be on the invoice.

WORK DONE

Description	Qty	Unit price	Amount
Labour			
Materials			
Subtotal (excl. GST)			
GST			
TOTAL (incl. GST)			

Mark any GST-free item with * so it is clear which items are taxable.

HOW TO PAY

Account name _____ Payment reference _____
BSB _____ Pay by _____
Account no. _____ Other ways to pay _____

Please use the invoice number as your payment reference.

NOTES