**INSTRUCTIONS FOR USING THIS TEMPLATE — REGULAR INVOICE**

* You can use this template if your business is **not** registered for GST. Learn more [about tax invoices](https://creativeworkplaces.gov.au/contracts-and-payment/independent-contractors/invoicing) on the Creative Workplaces website.
* Replace the highlighted text with your information
* Remove the yellow highlighting
* Copy the letter into your own letterhead (if you have one) or into an email
* Delete these instructions

Your name or business name  
Your ABN  
Your address – first line  
Your suburb or city  
Your state and postcode   
Your email address or phone number (whichever is your preferred contact)

# INVOICE

Date (e.g. Day Month Year)

**To:** Name of contact person  
Business name and ABN  
Business address – first line  
Business address – suburb or city  
Business address – state and postcode  
Business email address

**Your invoice reference number:** (Add the number, or delete this line if you don’t use them)

**Client purchase order number:** (Add the number if known, or delete this line if no number is available)

| **Item description**  Describe the item or service supplied – it is good to use the descriptions in the original quote | **Quantity**  (if applicable – e.g. the number of items, hours, sessions etc) | **Amount**  $ Amount |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
| [Add or remove rows as needed] |  | $ |
| **Total amount payable**  **No GST has been charged** | | **$TOTAL** |

## Payment details

*[Give instructions on how to pay, e.g.]*

Pay by bank transfer to:

Name of account  
Account number  
BSB

## Payment terms

Payment within number of days e.g. 7, 10, 14 daysfrom the date of this invoice.