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

* You can use this template if your business is registered for GST. Learn more [about tax invoices](https://creativeworkplaces.gov.au/contracts-and-payment/independent-contractors/invoicing) on the Creative Workplaces website. Some invoice items may be exempt from GST. Learn more about [when to charge GST](https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/when-to-charge-gst-and-when-not-to) on the ATO 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)

# TAX 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

**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) | **Unit amount** $ Amount without GST | **GST amount**$ Amount of GST (10% of the Unit amount) OR $ Zero if GST not payable | **Total**$ Amount with GST (the Unit amount plus the GST amount) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *[Add or remove rows as needed]* |  |  |  |  |
| **Total amount payable (including GST)**  | **$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.