[Your business name]
ABN [00 000 000 000]
Licence no. [number]
[Phone] · [Email]
[Business address]

TAX INVOICE

Invoice no. [INV-0001]
Date issued: [date]
Due date: [date, e.g. 7 or 14 days]
Your quote no.: [Q-0001]

BILL TO

Customer or business name:	Customer ABN (if a business):
Billing address:	Job address:

For sales of $1,000 or more, the customer's name or ABN must be on the tax invoice.

WORK DONE

Description	Qty	Unit price	Amount
Labour: [what was done, date]		$	$
Materials: [item, brand, model]		$	$
		$	$
		$	$
		$	$
Subtotal (excluding GST)			$
GST (10%)			$
TOTAL including GST			**$**
Less deposit paid			$
BALANCE DUE			**$**

Mark any GST-free item with *. GST applies to all other items.

HOW TO PAY

Bank transfer: BSB [000-000] Account [00000000] Account name [ ]
Reference: [invoice no.]
Please pay by [due date]. Questions about this invoice: [phone or email].

Thank you for your business.