

INVOICE

[Your business or trading name]

GST no. [123-456-789]

[Address]

[Phone · Email]

Invoice no. [INV-0001]

Date [DD/MM/YYYY]

Due date [DD/MM/YYYY]

BILL TO

[Customer's name]

[Address, phone or email]

Not GST-registered? Delete the GST number and the GST line.

Labour

WHAT YOU DID	HOURS	RATE	AMOUNT
[Job description]	[0]	[0.00]	[0.00]

Materials

ITEM	QTY	COST	AMOUNT
[Item]	[1]	[0.00]	[0.00]

Subtotal (excl. GST)	\$[0.00]
GST 15%	\$[0.00]
Total (incl. GST)	\$[0.00]

HOW TO PAY

Bank account: [12-3456-7890123-00]

Reference: [INV-0001]

Payment due within [14] days. Thank you for your business.