TAX INVOICE

Your business name	[Business or trading name]
ABN	[11-digit ABN]
Address	[Street, suburb, state, postcode]
Phone / email	[Phone] · [Email]

Invoice number	[e.g. INV-0001]	Date issued	[DD/MM/YYYY]
Payment due	[DD/MM/YYYY]	Purchase order no.	[If the client gave you one]

Bill to

Client name	[Name or business name]
Client ABN	[If a business. Name or ABN is required on sales of $1,000 or more]
Address	[Client address]
Job / site	[Site address or job reference]

Work and materials

Description	Qty	Unit price (ex GST)	GST	Amount (inc GST)

Subtotal (ex GST)	$
GST	$
TOTAL (inc GST)	$

Total price includes GST. [If any line is GST-free, mark it "GST-free" in the GST column.]

How to pay

Account name	[Account name]
BSB / account	[BSB] / [Account number]
Reference	[Invoice number]
Terms	[e.g. Payment due within 14 days]

Free template from Avro AI (avro-ai.com). Based on the ATO's list of what a tax invoice must show; check the ATO or your accountant for your situation. Not registered for GST? Title it "Invoice" and leave GST off.