INVOICE

Blank template: complete and check before issue

Currency: AUD. No GST charged: the supplier is not registered for GST.

Supplier identity		**Customer identity (required)**	
Supplier ABN (if any)		**Customer ABN**	
Supplier address		**Customer address**	
Supplier email		**Invoice number**	
GST registration	Not registered for GST (declared)	**Reference, customer PO or job**	
Issue date		**Due date**	

This template asks for the customer's identity as its own recordkeeping choice, not a stated tax rule. Do not use the words "tax invoice" unless the supplier is registered for GST.

Lines 1 to 4. Lines 5 to 40 continue on the next pages.

No.	Description	Quantity	Unit price (A$)	Line amount (A$)
1				
2				
3				
4				

Totals for all completed lines, including any continuation pages.

Invoice total, A$	
Amount already paid, A$	
Balance due, A$	

How to pay	
Terms	
Notes	

Check before sending: ☐ GST status ☐ each line's GST treatment ☐ customer identity ☐ totals ☐ payment details

Continuation of lines 5 to 22 | Invoice number: _____ | Supplier: _____

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No.	Description	Quantity	Unit price (A$)	Line amount (A$)
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Carry these lines into the totals on page 1. Delete this page, or leave it out of your print selection, if it has no lines.

Continuation of lines 23 to 40 | Invoice number: _____ | Supplier: _____

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No.	Description	Quantity	Unit price (A$)	Line amount (A$)
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Carry these lines into the totals on page 1. Delete this page, or leave it out of your print selection, if it has no lines.

How to use this template

Blank template: complete and check before issue. Version ZC-02, 5 November 2026.

Step 1: choose the document. This file is for a supplier not registered for GST. It is an invoice, never a tax invoice. The registration choice is the supplier's own declaration. The template does not check registration or decide whether a supply is taxable, GST-free or input-taxed.

Step 2: add the details. Enter the customer, the dates, each item, its quantity and the agreed unit price excluding GST. A blank price is missing, not zero: write 0.00 for a zero-priced line. To reflect a discount, write the agreed lower price. Freight is its own line.

Step 3: calculate and check. Word and PDF files do not calculate. Work the amounts out by hand and compare them with the browser generator or the Excel file on the same page. Check each figure on the finished document against the checklist.

Buyer threshold. No buyer rule for tax invoices applies to this document.

Rounding. No GST is charged.

Lines and pages. This file has four line rows on page 1 and room for 40 lines in all. Delete the continuation rows and pages you do not use, then check the pagination. In a PDF, choose the pages to print in the print window. Keep the totals on page 1: they cover every line.

Not covered. Credit notes, adjustment notes, refunds, foreign currency, recipient-created tax invoices, agency, GST groups, sending e-invoices and any legal claim about payment.

Saving. This file does not connect to accounting software and gives no legal assurance. Save a copy under a new name for each invoice.

Sources. GST Act ss 9-75, 9-90, 29-70 and 29-80 and GST Regulations 2019 reg 29-80.01 (legislation.gov.au); ATO small business Fast facts, smallbusiness.taxsuperandyou.gov.au/goods-and-services-tax/fast-facts. Read 5 November 2026.

Advice. General information only. This is not tax agent or legal advice. Ask your accountant about your GST registration and the treatment of your supplies.