TAX INVOICE

Blank template: complete and check before issue

Currency: AUD. Unit prices exclude GST. GST is rounded to cents on each taxable line, then added.

Supplier identity		**Customer identity**	
Supplier ABN (required)		**Customer ABN**	
Supplier address		**Customer address**	
Supplier email		**Invoice number**	
GST registration	Registered for GST (declared)	**Reference, customer PO or job**	
Issue date		**Due date**	

Buyer identity or ABN is required when the total is A$1,000 or more including GST (GST Act s 29-70(1)(c)(ii)). Both fields are available at smaller amounts.

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

No.	Description	Quantity	Unit price ex GST (A$)	GST treatment	Net amount (A$)	GST (A$)	Total inc GST (A$)
1							
2							
3							
4							

Totals for all completed lines, including any continuation pages.

Net subtotal (ex GST), A$	
GST, A$	
Invoice total (inc GST), A$	
Amount already paid, A$	
Balance due, A$	

How to pay	
Terms	
Notes	

Check before sending: ☐ GST status ☐ each line's GST treatment ☐ buyer identity or ABN (A$1,000 or more) ☐ totals ☐ payment details

Continuation of lines 5 to 22 | Tax invoice number: _____ | Supplier: _____

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No.	Description	Quantity	Unit price ex GST (A$)	GST treatment	Net amount (A$)	GST (A$)	Total inc GST (A$)
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 | Tax invoice number: _____ | Supplier: _____

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No.	Description	Quantity	Unit price ex GST (A$)	GST treatment	Net amount (A$)	GST (A$)	Total inc GST (A$)
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 registered for GST. It is a tax invoice only while it lists a taxable sale. 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, and the GST treatment of each line: Standard taxable 10%, GST-free or Input-taxed. 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 (GST on a standard taxable line is the line amount divided by 10) 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. From A$1,000 including GST, write the customer's identity or ABN. GST Act s 29-70(1)(c)(ii): "the total price of the supply or supplies is at least $1,000 or such higher amount as the regulations specify". The GST Regulations 2019 (compilation 1 November 2025) specify no higher amount. Use the full total including GST, before any part payment.

Rounding. Round the GST on each taxable line to the nearest cent (half a cent up), then add the lines. GST Act s 9-90(2)(b); the choice is "a matter of choice for ... the supplier" (s 9-90(3)). Rounding the total once, which can differ by a cent, is also allowed.

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.