TAX INVOICE

[Your business identity]
ABN: [Your ABN]
[Your business postal address]
[Your business contact email]

Bill to: [Buyer's business identity]
[Buyer's postal address]
Buyer ABN: [Optional buyer ABN]

Invoice number: [Your unique invoice number]
Issue date: [Day month year]
Due date: [Day month year]
Customer purchase order: [Customer PO reference, if used]
Job reference: [Job reference, if used]
Currency: AUD
Amounts below: GST exclusive

Description	Quantity	Unit	Unit price ex GST	Tax treatment	GST	Line total ex GST
[Item or service]	[Quantity]	[Unit]	[Amount]	[Confirmed treatment]	[Amount]	[Amount]

Subtotal ex GST:	[Amount]
Total GST:	[Amount]
Invoice total including GST:	[Amount]
Payments and credits applied:	[Amount]
Amount due:	**[Amount]**

Payment instructions: [Your verified payment instructions]
Use invoice number as payment reference: [Invoice number]
Questions about this invoice: [Your business contact email]

Before issuing: check the business identity, ABN, buyer, lines, tax treatment, totals, payment instructions and customer copy.