INVOICE

[Your business identity]
ABN: [Your ABN, if held]
[Your business postal address]
[Your business contact email]

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

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
No GST charged. Supplier is not registered for GST.

Description	Quantity	Unit	Unit price	Line total
[Item or service]	[Quantity]	[Unit]	[Amount]	[Amount]

Invoice total:	[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: confirm the seller is not registered for GST. Check the identity, buyer, lines, totals and payment instructions.