Sample data, not a client’s. Not ready to issue: the ABN, address, email and payment fields are placeholders, and you must not issue this document.

TAX INVOICE

Supplier A, sample only
ABN: [Your ABN]
[Your business postal address]
[Your business contact email]

Bill to: Customer A, sample only
[Buyer’s postal address]
Buyer ABN: [Optional buyer ABN]

Invoice number: INV-5101
Issue date: 5 November 2026
Due date: 19 November 2026
Customer purchase order: PO-842
Job reference: Job 2101
Currency: AUD
Amounts below: GST exclusive

Description	Quantity	Unit	Unit price ex GST	Tax treatment	GST	Line total ex GST
Installation labour	6	hour	A$120.00	Taxable, standard 10%	A$72.00	A$720.00
Filter kits	4	each	A$100.00	Taxable, standard 10%	A$40.00	A$400.00
Delivery	1	delivery	A$80.00	Taxable, standard 10%	A$8.00	A$80.00

Subtotal ex GST:	A$1,200.00
Total GST:	A$120.00
Invoice total including GST:	A$1,320.00
Payments and credits applied:	A$500.00
Amount due:	**A$820.00**

Payment instructions: [Your verified payment instructions]
Use invoice number as payment reference: INV-5101
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.