

Invoice Guide

Your Company Name
(as registered for ABN),
Address, Telephone,
and Email

ABN (Australian Business No.)

Client Contact,
Company name,
Address,
Postcode

Date of invoice

Invoice & number (in bold or big)

(Note: If you are NOT registered for GST, use the title 'Invoice' along with the Invoice number. If you ARE registered for GST, use the title 'Tax Invoice' along with the invoice number. See examples following.)

Reference (only if you have one – such as a purchase order number)

Description:

What you are billing for (e.g freelance design services)
and the dates you worked

It's a good idea to show how you calculated the cost for
each item – show the agreed rate you worked at and how
many multiples (hours/days/weeks) of that you're billing for

Enter a
cost for
each item
on the left

Total (in bold or big)

Add a total even if you only have one item in the boxes
above – it keeps your invoices consistent and helps people
find the amount to be paid easily

**Total
Cost**

Statement about GST *(Note: You must register for GST if your GST turnover is at, or above the GST turnover threshold – \$75,000 or more. For more information on ABNs and GST go to www.ato.gov.au/businesses)*

Details of who cheques should be made payable to and when payment
is expected (30 days usually). Alternatively, provide bank account details
including Account Name, Number and 6-digit BSB.

Notes or special information

Always put things in here if you think more information will make
your client's life easier – you want to get paid quickly don't you?!

Sample Invoice (No GST)

Your Company
Address Line
Address Line
State & Postcode
Tel 00000000
email@address

Mr J Smith
Creative Agency Co.
Address Line 1
Address Line 2
Address Line 3
State & Postcode

ABN 00 000 000 000

6 February 2009

Invoice 001

Reference line (optional)

Description

Itemised description of work at \$0 per hour/day/week:

2 – 6 February 2009: 0 hours/days/weeks	\$0.00
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Total	\$0.00
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PLEASE NOTE: THIS IS NOT A TAX INVOICE, NO GST HAS BEEN CHARGED.
Please make cheques payable to Company Name. Payment is required within 30 days from date of invoice.

Notes

For example, specific projects worked on.

Sample Invoice (GST)

Your Company
Address Line
Address Line
State & Postcode
Tel 0000 0000
email@address

Mr J Smith
Creative Agency Co.
Address Line 1
Address Line 2
Address Line 3
State & Postcode

ABN 00 000 000 000

6 February 2009

Tax Invoice 001

Reference line (optional)

Description

Itemised description of work at \$0 per hour/day/week:

2 – 6 February 2009: 0 hours/days/weeks	\$0.00
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Total	\$0.00
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Please make cheques payable to Company Name. Payment is required within 30 days from date of invoice.

Notes

For example, specific projects worked on.