INVOICE

Business name	ABN (if you have one)
[Your business name]	[00 000 000 000]
Licence no.	**Phone**
[if your trade needs one]	[Phone]
Email	
[Email]	

Invoice number	Date	Due
[INV-0001]	[DD/MM/YYYY]	[DD/MM/YYYY]

Bill to	Job address
[Customer name]	[Job address]

Description	Qty	Unit price	Amount

Total	[$0.00]

How to pay

BSB	Account	Account name	Reference
[000-000]	[00000000]	[Account name]	[INV-0001]

We'll never email you new bank details. If in doubt, call us.

Terms
[Your payment terms, e.g. "Please pay by the due date."]

Notes

General information only, not tax or legal advice. These templates may not suit every business or every sale. Check the ATO's rules, or ask your tax agent or BAS agent.

Last checked against the ATO's website on 16/11/2026.

Fill in the parts in [brackets]. Cross out anything you don't need. Don't send this page.