TAX INVOICE

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

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

Bill to [Customer name or business name]	**Customer's ABN** [customer's ABN, if a business]
Job address [Job address]	

Description	Qty	Unit price (incl. GST if it applies)	Amount (incl. GST)

GST included in the total	[$0.00]
Total (incl. GST)	[$0.00]

Total price includes GST
* Items marked * have no GST.

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.

- Total price includes GST: delete this line if any item has no GST.
- * Items marked * have no GST: delete this line if you don't need it.
- If some items have no GST, the GST is 1/11 of the items that include GST, not 1/11 of the whole total.
- Customer's name or ABN is needed if the total is $1,000 or more (incl. GST).