

LOGO HERE

[Name of business or soletrader]
123 Fake Street, Suburb, WA 6000
Email: hello@wam.org.au
ABN: 123 456 789

TAX INVOICE

INVOICE NO #00001
Date: 26 June 2026
Terms: 14 days

CLIENT DETAILS
Business Name (if applicable)

DESCRIPTION	GST	QTY	UNIT PRICE	TOTAL
Rehearsal per hour	10%	1	\$250	\$250
Live performance per hour	10%	2	\$1000	\$2000
			SUBTOTAL	\$2,250
			TOTAL GST	\$225
			TOTAL DUE	\$2475

PAYMENT DETAILS

NAME: BANK ACCOUNT HOLDER
BSB: 456-789
ACCOUNT NUMBER: 987654321

SUPERANNUATION

SUPERANNUATION FUND NAME
USI: 000111222333
MEMBER NUMBER: 123 456 789
TFN: 111 222 333
D.O.B: 01/01/2001

Your business name and logo here. It is best practice to include contact details.

LOGO
HERE

Provide payment terms of 7 or 14 days - this is how long it will take to be paid.

You must include your ABN.

[Nameofbusinessorsoletrader]
123FakeStreet,Suburb, WA 6000
Email: hello@wam.org.au
ABN: 123 456 789

Number your invoices to keep track of payments. Include the date of the invoice.

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SUBTOTAL				\$2,250
TOTAL GST				\$225
TOTAL DUE				\$2475

Add a clear description of the goods or services provided.

PAYMENT DETAILS

NAME: BANK ACCOUNT HOLDER
BSB: 456-789
ACCOUNT NUMBER: 987654321

You should only charge GST if you are registered for GST. If not, then clearly mark the invoice with "NOT REGISTERED FOR GST"

Provide bank details. If you change your account, clearly mark this on the invoice.

SUPERANNUATION

SUPERANNUATION FUND NAME
USI: 000111222333
MEMBER NUMBER: 123 456 789
TFN: 111 222 333
D.O.B: 01/01/2001

You should only provide super details if you are a sole trader

Your invoice should be sent as a PDF only - not a Word document or image file

Your invoice terms only being *once you've sent the invoice*. This means you shouldn't hassle for payment immediately if you've only just sent an invoice.

If you don't have an ABN, you must provide a Statement By Supplier form instead