

Tax Invoice

Replace the bracketed fields with your details. Delete rows you do not need.

From (your business)	[Business name, address, phone, email]	Invoice number	[INV-0001]
Tax / registration no.	[GST/VAT/ABN number]	Invoice date	[DD/MM/YYYY]
Bill to	[Customer name and address]	Due date	[DD/MM/YYYY]
Job reference	[Job number / site address]	Payment terms	[7 days]

WORK PERFORMED

Description	Qty / hours	Unit price	Amount
		Subtotal	
		Tax (GST/VAT %)	
		TOTAL DUE	

PAYMENT DETAILS

Bank account	[Account name, number, bank]
Reference to use	[Invoice number]
Notes	[Warranty terms, late fee policy, thank you note]

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