

Invoice template

These invoice templates can be used to bill your clients in order to collect payment.

Use the “Tax invoice” template if your business is registered for GST, otherwise, use the “Invoice” template.

These templates contain the basic information typically contained in an invoice, such as: the invoice amount, the services/products provided and the payment due date. The tax invoice template also contains your ABN details, as well as the GST component from your sales.

Simply complete the template fields, check the figures are correct and send the invoice to your client for payment.

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Tax invoice



Enter company name
Street address
City
State, postcode

Phone (02) 9999-9999
Email name@company.com.au
Website companyname.com.au
ABN 123456789

Bill to	Ship to	Details
Client name	Client name	Invoice# 12345
Street address	Street address	Invoice date: dd/mm/yyyy
City,	City,	Terms: Net 30
State, postcode	State, postcode	Due date: dd/mm/yyyy

Description	Qty/Hrs	Rate	Amount
Enter your product or service description	0	0	\$0.00
Enter your product or service description	0	0	\$0.00

Customer message
Hi,

Thank you for your purchase. Please pay this invoice using the following payment details.

Regards,

Subtotal	\$0.00
GST component	\$0.00
Shipping	\$0.00
Total AUD	\$0.00

Invoice

Replace with
LOGO

Enter company name

Street address

City

State, postcode

Phone (02) 9999-9999

Email name@company.com.au

Website companyname.com.au

Bill to

Client name

Street address

City,

State, postcode

Ship to

Client name

Street address

City,

State, postcode

Details

Invoice# 12345

Invoice date: dd/mm/yyyy

Terms: Net 30

Due date: dd/mm/yyyy

Description**Qty/Hrs****Rate****Amount**

Enter your product or service description

0

0

\$0.00

Enter your product or service description

0

0

\$0.00

Customer message

Hi,

Thank you for your purchase. Please pay this invoice using the following payment details.

Regards,

Subtotal

\$0.00

Shipping

\$0.00

Total AUD**\$0.00**