

# HOW TO CREATE AN INVOICE

Put your business name and logo at the top of your invoice. If you don't have a logo, just put your business name.

Add your ABN here. If you don't have a business or an ABN, you can still provide an invoice for payment but you'll need to attach a Statement by a supplier form, which should only be for one-off payments.

[How to apply for an ABN](#)

[About Statement by supplier forms](#)

Make sure you add your bank details so you can receive the payment.

## BUSINESS LOGO

Business Name  
123 Sample Street, Suburb STATE 1234  
Email: info@businessname.com.au

ABN: 123 456 789

## Tax Invoice

### Client Details

Customer Name  
Business Name (if applicable)  
45 Sample Street, Suburb STATE 1234  
Phone: 00 234 56789

Invoice No #001234

Date: 12 October, 2023

Payable in 14 days with thanks

QTY	Description	Unit Price	GST	Total
1	Rehearsal per hour	\$ 250	10%	\$ 250
2	Live Performance per hour	\$ 1,000	10%	\$ 2,000
SUBTOTAL				\$ 2,250
TOTAL TAX				\$ 225
TOTAL DUE				\$ 2,475

### Payment Details

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

### Superannuation

SUPERANNUATION FUND NAME  
MEMBER NUMBER: 135 789 456  
D.O.B: 12 / 4 / 2000

THANK YOU FOR YOUR BUSINESS. FOR ANY QUERIES, PLEASE EMAIL OR PHONE 01 2345 6789

Each invoice should have a unique number so you can track them easily.

Let people know when they need to pay you by. Some invoices say "due and payable now" or payable in 14 or 30 days.

"This is where you add description, quantity and price for the services you're getting paid for. If you are registered for GST add it in.

If you are not registered for GST say "not registered for GST" and don't add it.

If you are a sole trader contractor, you may be eligible for superannuation so you should add your superannuation fund information to your invoice.