

Phone: 02 6822 2484
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[Your name/logo goes here]

INVOICE

Not a Tax Invoice, unless you are registered for GST.

Date: 1st January 2051
INVOICE #01-010151

Invoice numbers are important to help track invoices you have sent out. Including the date is a great idea.

Your Name
Street Address
Town/City, State, Post Code
Phone
ABN 01 010 010 010

Who is the invoice to?

What did you do? Name the specific project and itemise the specific costs incurred.

To Outback Arts	Payment Terms 30 Days	Due Date 31 st January 2051
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Australian Business Number.

All self-employed people are required to have an ABN and display it on their invoices. You should retain a portion of the funds you receive to meet your tax liability at the end of the financial year. If you don't have an ABN and your work is part of a hobby you can complete a 'Statement by Supplier', available on the ATO website.

Description	Item price
Painting Workshop	
Artist fees	\$860.00
Travel	\$150.00
Accommodation	\$120.00
Materials	\$60.50
Total	\$1190.50

Don't include GST – unless you are registered for GST.

When do you expect to be paid. If not stated, the assumption is 30 days. Remember that finance staff may work limited hours and volunteer run organisations may need to hold a meeting before payment can be processed.

Bank Details

BSB: 01 0101
Account number: 0101 0101 010
Account name: [your name goes here]

Thank you for your business!

Note: BSB has 6 digits