[Your business name]

ABN: [11-digit ABN]
[Street address, suburb, state, postcode]
[Email] · [Phone]

TAX INVOICE

Invoice no. **[INV-0001]**
Issue date **[DD/MM/YYYY]**
Due date **[DD/MM/YYYY]**

BILL TO

[Client name or business]
[Client address]
Client ABN: [required if the total is $1,000 or more]

Description	Qty	Unit price	Amount
Example: Brand design package	1	$1,000.00	$1,000.00
Example: Website banner set	3	$50.00	$150.00

PAYMENT DETAILS

Account name: [Account name]
BSB: [000-000] Account number: [00000000]
PayID: [email or mobile]
Please use the invoice number as your payment reference.

Payment due within [14] days of the issue date.

Subtotal	$1,150.00
GST (10%)	$115.00
Total (AUD, incl. GST)	**$1,265.00**

NOTES

All items are taxable sales unless marked GST-free.
Keep a copy of this tax invoice for 5 years (ATO record keeping).

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