[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: Consulting, 12 Oct 2026 (hours)	4	$150.00	$600.00
Example: Travel to client site	1	$60.00	$60.00

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	$660.00
GST (10%)	$66.00
Total (AUD, incl. GST)	**$726.00**

NOTES

Prices are in Australian dollars. GST is shown separately at 10%.
Keep a copy of this tax invoice for 5 years (ATO record keeping).

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