Numbering makes it easier for you and the organisation paying you to keep track of your payment

INVOICE

NUMBER ???

This is only called a TAX Invoice if you are registered for GST

From: Name
Address
Address

Your name and address goes here

ABN:

Date:

If you don't have an ABN you must attach a 'Statement by a Supplier' form. If you don't the organisation is legally required to deduct 48.5% of your payment for withholding tax

To: Youth Arts Queensland (Transit Lounge Caboolture)
Judith Wright Centre of Contemporary Art
Level 3, 420 Brunswick St
Fortitude Valley 4006

QTY	DESCRIPTION OF SUPPLY	PRICE	TOTAL
TOTAL AMOUNT PAYABLE			

Be clear about what you are invoicing the organisation for. Chances are they are receiving lots of invoices for similar types of things. Your clarity will help with prompt payment.

Price per item/hour

Number of items or number of hours

Signed: _____

Please make payment as follows:

☐ Direct Deposit:		☐ Cheque Made out to:
Bank		
Branch		
Acct Name		
BSB		
Acct Number		

Should you have any queries about this invoice please call ...

It is good to include a phone number and/or email address in case there are any problems with your invoice

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