

SAMPLE TAX INVOICE

Your company name  
LOGO

Your Company Address 1  
Address 2  
Address 3  
Your ABN:  
Your Ph. (0#) #####

Client Name  
Client Company Name  
Company Address 1  
Company Address 1  
Company Address 1

TAX INVOICE  
Invoice No. ##  
Date: --/--/09  
Due Date: --/--/09

**Job Description**

**Amount**

Details  
Details  
Details  
Details

\$ ###  
\$ ###  
\$ ###

GST  
Total Inc GST

\$  
\$

**PAYMENT OPTIONS**

**AMOUNT DUE \$ ####**

**Cheque made payable to:**

COMPANY NAME, address above

**Electronic Funds Transfer to**

Please email xxx@sxxx.com.au with remittance advice quoting the above

Invoice number: ####  
Account name - xxxx  
Bank - xxxxx  
BSB - xxxxx  
Account No. - xxxxx