Invoice

Example values - replace before sending

[Your business name]

[Your ABN]

[Business address]

[Email and phone]

Invoice number [Unique invoice number]

Issue date [DD/MM/YYYY]

Due date [DD/MM/YYYY]

Bill to

[Customer name]

[Customer address or ABN if required]

Description	Quantity	Unit price AUD	Amount AUD
Labour	2	80.00	160.00
Materials	1	40.00	40.00

Subtotal	AUD 200.00
Total due	**AUD 200.00**

Payment details

[Bank and account name]

[BSB and account number]

[Agreed payment terms]

Add the job reference and agreed payment terms. No GST is charged in this starting template.