

Efficient Invoicing

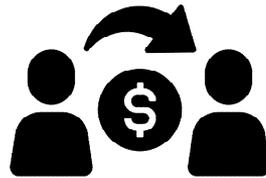
for micro-businesses and sole traders

Cash flow is king for small business and efficient invoicing is key to getting paid the right amount in a timely way.

The '[How to invoice](#)' page on [business.gov.au](#) is a great guide and sets out the information a valid invoice requires. While not required for a valid invoice, make sure you also include how payment can be made and when it is due.

Before you send an invoice, double-check that the details match the purchase order and delivery receipt (where applicable). If you are unsure about any details, call your customer to clarify before you send your invoice.

Did you know?



Quote your ABN when supplying goods or services to another business, otherwise they may withhold tax from their payment to you at the highest marginal tax rate.

The future of invoices: E-invoicing

Electronic invoicing (or E-invoicing) is the automated digital exchange of invoice information directly between a buyer's and supplier's accounting systems. It is a more efficient, accurate and secure way to deal with your suppliers and buyers.

E-invoicing provides many benefits to business, including cost savings and greater accuracy, reliability, and security. The Australian Government has also committed to paying e-invoices within 5 days, so you can get paid faster too.

E-invoicing is available now through an increasing number of digital service providers. A list of E-invoicing accredited service providers is available on the ATO website [here](#).

For more information on E-Invoicing for business, including the many benefits, see the ATO page [here](#).

Help

If you do experience any issues being paid on time, you can contact our Assistance Team on 1300 650 460 or visit [asbfeo.gov.au/disputesupport](#) for further information.