

Efficient Invoicing for micro-businesses and sole traders

Research has shown invoices that contain incorrect information delay payments to small business in Australia. Before you send an invoice, double-check you have included the key details that match the purchase order and delivery receipt.

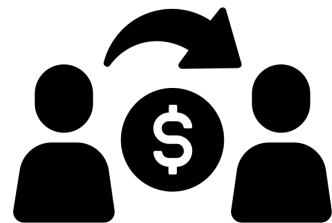
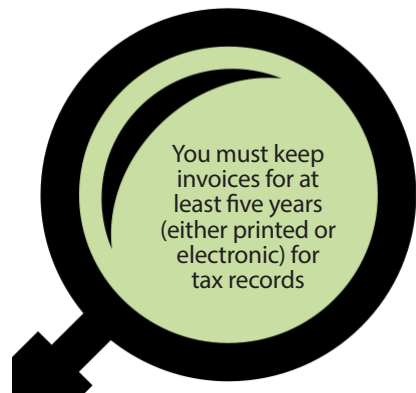
First steps

Check the purchase order:

- has the exact details of what you agreed to supply – description, quantity, price
- has the correct purchase order number
- has the customer's name, email, telephone and delivery details
- has the customer's Australian Business Number (ABN) (if applicable)

Call your customer before delivery if you need to clarify any of the above.

Did you know?



Quote your ABN when supplying goods or services to another business, otherwise they may have to withhold tax from their payment to you at the rate of 47%.

Creating an invoice – the minimum information you need

1. The words 'Tax Invoice' at the top of the page.
2. Your business name and ABN.
3. The date you are issuing the invoice.
4. When payment is due.
5. Payment terms – for example, 30 days of issuing the invoice.
6. The customer's details.
7. The goods or services being supplied, itemised to match the purchase order (such as the quantity and price).
8. Amount of GST being charged. You can choose to enter the GST for each item in a separate column OR state clearly that GST is included in the total price.

Tax Invoice 1

Printing Services Pty Ltd 2
ABN: 12 123 456 789

15 Printers Lane
Tebrim QLD 4616

Date: 1 November 2019 3

Payment due: 1 December 2019 4

Payment terms: 30 days from date of invoice 5

To: The Company Collective 6
 2 Company Road
 Tebrim QLD 4616

Qty	Description of supply	Unit price	8 GST	Total
1,000	Business card 7	\$0.36	\$36	\$396
200	Brochure	\$2.50	\$50	\$550
2	Pull up banner	\$85	\$8.50	\$178.50
			Total GST \$94.50	
TOTAL AMOUNT PAYABLE				\$1,124.50

This total price includes GST 8

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.