

# HOW TO WRITE AN INVOICE

## INVOICE

14 December 2016

Invoice #07-161214

Gladys Sample  
12 Sample Street  
Happitown NSW 2795

ABN 61 526 423 775

NOT 'Tax Invoice' - unless you are registered for and pay GST.

Invoice numbers are helpful if you will send more than one invoice to an organisation and/or more than one invoice out on a day. They help you track what you have sent out. Tip: Include the date in the number to make things easier to keep track.

ABN = Australia Business Number.

All self-employed people are required to have an ABN and quote it on invoices for work performed. Tax has not yet been taken out. You are receiving full payment for products or services so a portion of that income should be retained by you to meet your tax liability at the end of the financial year.

If you DON'T have an ABN and the work you are invoicing for is not your main business (ie it's a hobby you're being paid for this time) you can complete and attach a 'Statement by Supplier', available from the ATO website.

If you DON'T quote your ABN the payer MUST take 49% in tax from you.

To: Arts OutWest

Who is the invoice to.

For work on 'Happitown Choir' project

Artist fees	\$860.00
Travel	\$150.00
Accommodation	\$120.00
Materials	\$60.50

What did you do?  
Name of the specific project.  
Itemise the various things you were asked to do.

Total \$1190.50

Total  
DON'T include GST - unless you are registered for and pay GST.

Your bank details

BSB	02 0623
Account number	2666 6669 336
Account name	Gladys May Sample

Note: a BSB has 6 digits

Terms of payment: 30 days

When you expect to be paid:  
Remember that finance staff might only work one day a week or so. If you're being paid by a volunteer run organisation it may need to go to a meeting first.  
If not stated the assumption is 30 days.

compiled by Arts OutWest  
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