

Invoice

Workshop name & logo | Address | Phone | Email | ABN · not registered for GST

INVOICE

Invoice no.

Date (DD/MM/YYYY)

Due date

Job No.

BILL TO

Customer name

Mobile

Email

Address

Customer ABN (if business)

PO / reference

VEHICLE

Year / Make / Model

Rego / State

Odometer (km)

Service book stamped (Y/N)

LABOUR

Description of work	Hrs	Rate	Amount

PARTS

Part / description	Qty	Unit	Amount

Parts	
Labour	
Sublet	
Payments received	
Amount due	

PAYMENT

Bank / BSB / Account

Card / PayID / cash

Terms (e.g. due on completion)

For a GST-registered workshop, use the Tax Invoice version. This simple invoice is for workshops not registered for GST: no GST line, no Tax Invoice heading. Check your obligations with your accountant.