

Tax Invoice

Workshop name & logo | Address | Phone | Email | ABN · GST-registered workshop

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	GST	Amount

PARTS

Part / description	Qty	Unit	GST	Amount

Sublet (inc. GST)

Subtotal (ex GST)

Total GST

Payments received

Total inc. GST / Amount due

PAYMENT

Bank / BSB / Account

Card / PayID / cash

Terms (e.g. due on completion)

The ATO lists what a tax invoice must show, including: the words 'Tax Invoice', the seller's identity and ABN, the date, each item with quantity and price, which items include GST and the GST amount (or that the total includes GST), and, for sales of A\$1,000 or more, the buyer's identity or ABN. Check the current ATO requirements for your situation.