



ADJUSTMENT NOTE

Issued to correct a previously raised tax invoice. This note adjusts the GST and price recorded on the original invoice and feeds into the next BAS lodgement.

Issuer (Original Supplier)

Business Name	[Trading Name]	ABN	[XX XXX XXX XXX]
Address	[Street, Suburb, State, Postcode]	Phone	[+61 ...]
Email	[email@business.com.au]	GST Registered	[Yes / No]

Recipient (Original Buyer)

Customer Name	[Customer / Company]	ABN (if \$1,000+)	[XX XXX XXX XXX]
Address	[Street, Suburb, State, Postcode]	Contact	[Email / Phone]

Original Invoice & Adjustment Reference

Original Invoice No.	[INV-0001]	Original Issue Date	[DD/MM/YYYY]
Adjustment Note No.	[ADJ-0001]	Adjustment Date	[DD/MM/YYYY]
Reason for Adjustment	[Pricing error / return]	Adjustment Type	[Increasing / Decreasing]

Adjustment Detail

Description	Original Amount	Adjusted Amount	Difference	GST Impact
[Line being adjusted]	[\$0.00]	[\$0.00]	[\$0.00]	[\$0.00]
[Line being adjusted]	[\$0.00]	[\$0.00]	[\$0.00]	[\$0.00]
[Line being adjusted]	[\$0.00]	[\$0.00]	[\$0.00]	[\$0.00]

Net Adjustment (excl. GST)	[\$0.00]
GST Adjustment 10%	[\$0.00]
Total Adjustment Amount	[\$0.00]

Notes

[Reference the adjustment in your accounting system against the original invoice number. Update your next BAS to reflect the adjusted GST collected or credit.]