



## Construction / Trades Subcontractor Invoice

Tax Invoice | Construction & Trades  
hashmicro.com

### TAX INVOICE — CONSTRUCTION / TRADES

#### 1. SUBCONTRACTOR DETAILS

|                          |                    |                 |
|--------------------------|--------------------|-----------------|
| Business / Trading Name  | Invoice Number     | INV-            |
| ABN                      | Invoice Date       |                 |
| Licence No. / Trade Lic. | Due Date           |                 |
| Contact Name             | Payment Terms      | Net 14 / Net 30 |
| Phone                    | Purchase Order No. |                 |
| Email                    | Contract No.       |                 |
| Address                  | Insurance Expiry   |                 |

#### 2. PRINCIPAL CONTRACTOR / CLIENT DETAILS

|                           |               |
|---------------------------|---------------|
| Principal Contractor Name | ABN           |
| Contact Person            | Phone / Email |
| Contractor Licence No.    | Address       |

#### 3. PROJECT INFORMATION

|                         |
|-------------------------|
| Project Name            |
| Project Number          |
| Site / Property Address |

|                              |                                     |
|------------------------------|-------------------------------------|
| Local Council / Shire        |                                     |
| Subcontract Reference No.    |                                     |
| Scope of Works               |                                     |
| Work Period                  | From: [DD/MM/YYYY] To: [DD/MM/YYYY] |
| Agreed Contract Value        | \$                                  |
| Variation Reference (if any) |                                     |

4. LABOUR BREAKDOWN

| #            | Worker Name / Trade | Trade Type | Date(s) | Ordinary Hours | Rate (\$/hr) | Overtime Hours | OT Rate (\$/hr) | Labour Total (\$) |
|--------------|---------------------|------------|---------|----------------|--------------|----------------|-----------------|-------------------|
| 1            |                     |            |         |                | \$           |                | \$              | \$                |
| 2            |                     |            |         |                | \$           |                | \$              | \$                |
| 3            |                     |            |         |                | \$           |                | \$              | \$                |
| 4            |                     |            |         |                | \$           |                | \$              | \$                |
| 5            |                     |            |         |                | \$           |                | \$              | \$                |
| 6            |                     |            |         |                | \$           |                | \$              | \$                |
| 7            |                     |            |         |                | \$           |                | \$              | \$                |
| 8            |                     |            |         |                | \$           |                | \$              | \$                |
| TOTAL LABOUR |                     |            |         |                |              |                |                 | \$                |

5. MATERIALS BREAKDOWN

| # | Material Description | Supplier | Invoice / Docket Ref. | Qty | Unit            | Unit Cost (\$) | Total Cost (\$) | Markup % | Charged (\$) |
|---|----------------------|----------|-----------------------|-----|-----------------|----------------|-----------------|----------|--------------|
| 1 |                      |          |                       |     | m / kg / L / ea | \$             | \$              | %        | \$           |
| 2 |                      |          |                       |     | m / kg / L / ea | \$             | \$              | %        | \$           |
| 3 |                      |          |                       |     | m / kg / L / ea | \$             | \$              | %        | \$           |
| 4 |                      |          |                       |     | m / kg / L / ea | \$             | \$              | %        | \$           |

|                        |  |                    |    |    |   |    |
|------------------------|--|--------------------|----|----|---|----|
| 5                      |  | m / kg / L /<br>ea | \$ | \$ | % | \$ |
| 6                      |  | m / kg / L /<br>ea | \$ | \$ | % | \$ |
| 7                      |  | m / kg / L /<br>ea | \$ | \$ | % | \$ |
| 8                      |  | m / kg / L /<br>ea | \$ | \$ | % | \$ |
| TOTAL<br>MATERIA<br>LS |  |                    |    | \$ |   | \$ |

## 6. PLANT & EQUIPMENT

| #                          | Equipment<br>Description | Date(s) | Hours / Days | Rate (\$/hr or /day) | Total (\$) |
|----------------------------|--------------------------|---------|--------------|----------------------|------------|
| 1                          |                          |         |              | \$                   | \$         |
| 2                          |                          |         |              | \$                   | \$         |
| 3                          |                          |         |              | \$                   | \$         |
| 4                          |                          |         |              | \$                   | \$         |
| 5                          |                          |         |              | \$                   | \$         |
| TOTAL PLANT &<br>EQUIPMENT |                          |         |              |                      | \$         |

## 7. VARIATIONS / ADDITIONAL WORKS

| Var. No.            | Variation<br>Description | Date Approved | Approved By | Variation Value (\$) | GST (\$) | Total (\$) |
|---------------------|--------------------------|---------------|-------------|----------------------|----------|------------|
| 1                   |                          |               |             | \$                   | \$       | \$         |
| 2                   |                          |               |             | \$                   | \$       | \$         |
| 3                   |                          |               |             | \$                   | \$       | \$         |
| 4                   |                          |               |             | \$                   | \$       | \$         |
| TOTAL<br>VARIATIONS |                          |               |             | \$                   | \$       | \$         |

## 8. RETENTION

| Item                        | Value (\$) | Retention % / Amount (\$) | Net After Retention (\$) | Notes           |
|-----------------------------|------------|---------------------------|--------------------------|-----------------|
| Labour Total                | \$         |                           | \$                       |                 |
| Materials Total             | \$         |                           | \$                       |                 |
| Plant & Equipment Total     | \$         |                           | \$                       |                 |
| Variations Total            | \$         |                           | \$                       |                 |
| GROSS CLAIM VALUE           | \$         |                           | \$                       |                 |
| Retention Withheld          |            | \$                        |                          | Typically 5–10% |
| NET CLAIM (After Retention) |            |                           | \$                       |                 |

9. INVOICE TOTALS

| Item                         | Amount (AUD) |
|------------------------------|--------------|
| Total Labour                 | \$           |
| Total Materials              | \$           |
| Total Plant & Equipment      | \$           |
| Total Variations             | \$           |
| Gross Claim Value            | \$           |
| Less: Retention Withheld     | (\$)         |
| Net Claim (excl. GST)        | \$           |
| GST (10%)                    | \$           |
| TOTAL AMOUNT DUE (incl. GST) | \$           |

10. PAYMENT DETAILS

|                   |                            |
|-------------------|----------------------------|
| Bank Name         |                            |
| Account Name      |                            |
| BSB               |                            |
| Account Number    |                            |
| Payment Reference | Invoice No. / Project Name |

**Payment Terms**

**11. DECLARATION & SIGN-OFF**

I declare that this tax invoice is accurate and all works described have been completed as stated.

**Subcontractor Name**

**Signature**

**Date**

| Subcontractor    | Principal Contractor (Authorised) | Site Supervisor  |
|------------------|-----------------------------------|------------------|
| Name: _____      | Name: _____                       | Name: _____      |
| Signature: _____ | Signature: _____                  | Signature: _____ |
| Date: _____      | Date: _____                       | Date: _____      |

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