



# TAX INVOICE - SOLE TRADER

## Sole Trader (Issuer)

|              |                                   |                |                  |
|--------------|-----------------------------------|----------------|------------------|
| Trading Name | [Your name or trading name]       | ABN            | [XX XXX XXX XXX] |
| Address      | [Street, Suburb, State, Postcode] | Phone          | [+61 ...]        |
| Email        | [email@yourdomain.com.au]         | GST Registered | [Yes / No]       |

## Bill To

|                    |                           |                   |                  |
|--------------------|---------------------------|-------------------|------------------|
| Customer Name      | [Customer / Company]      | ABN (if \$1,000+) | [XX XXX XXX XXX] |
| Job Site / Address | [Address or job location] | Contact           | [Email / Phone]  |

## Invoice Details

|                |              |               |                   |
|----------------|--------------|---------------|-------------------|
| Invoice Number | [INV-0001]   | Issue Date    | [DD/MM/YYYY]      |
| Due Date       | [DD/MM/YYYY] | Payment Terms | [Net 7 / 14 / 30] |

## Work Performed

| Date    | Description                    | Qty / Hours | Rate     | Line Total |
|---------|--------------------------------|-------------|----------|------------|
| [DD/MM] | [Service / labour / materials] | [0]         | [\$0.00] | [\$0.00]   |
| [DD/MM] | [Service / labour / materials] | [0]         | [\$0.00] | [\$0.00]   |
| [DD/MM] | [Service / labour / materials] | [0]         | [\$0.00] | [\$0.00]   |
| [DD/MM] | [Service / labour / materials] | [0]         | [\$0.00] | [\$0.00]   |

|                             |                 |
|-----------------------------|-----------------|
| Subtotal (excl. GST)        | [\$0.00]        |
| GST 10%                     | [\$0.00]        |
| <b>Total Amount Payable</b> | <b>[\$0.00]</b> |

## Payment Details

|       |               |                |                  |
|-------|---------------|----------------|------------------|
| Bank  | [Bank Name]   | Account Name   | [Account Holder] |
| BSB   | [XXX-XXX]     | Account Number | [XXXXXXXXXX]     |
| PayID | [Email / ABN] | Reference      | [Invoice Number] |

## Notes

[Add late-payment terms, warranty notes, or a thank-you message. Keep a digital copy for at least 5 years for ATO record-keeping.]