



Invoice
Business Invoice Template
hashmicro.com

INVOICE

1. BUSINESS DETAILS

Business / Trading Name	Invoice Number	INV-
ABN	Invoice Date	
Address	Due Date	
Phone	Payment Terms	Net 7 / Net 14 / Net 30 / COD
Email	Purchase Order No.	
Website	Currency	AUD

2. BILL TO — CUSTOMER DETAILS

Customer / Company Name	
Contact Person	
ABN (if applicable)	
Billing Address	
Phone	
Email	
Project / Job Reference	

3. SHIP TO / DELIVERY DETAILS (if different)

Account Name

BSB

Account Number

Payment Reference

Invoice No. / Company Name

Accepted Payment Methods

Bank Transfer / Credit Card / Cheque / Cash / Other

BPAY Biller Code

BPAY Reference

6. TERMS & NOTES

Payment Due

[X] days from invoice date

Late Payment

Overdue accounts may incur interest at [X]% per annum

Disputes

Please contact us within 7 days of invoice date to dispute any charges

Returns Policy

Additional Notes

7. AUTHORISATION

Prepared By

Authorised By

Date

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