



Standard Subcontractor Tax Invoice

Tax Invoice | GST Registered
hashmicro.com

TAX INVOICE

1. SUBCONTRACTOR DETAILS

Business / Trading Name	Invoice Number	INV-
ABN	Invoice Date	
Contact Name	Due Date	
Phone	Payment Terms	Net 14 / Net 30 / Other
Email	Purchase Order No.	
Address	Tax Agent (if any)	

2. BILL TO — CLIENT / CONTRACTOR DETAILS

Client / Contractor Name	
ABN	
Contact Person	
Address	
Phone / Email	
Project Name	
Project Number	
Contract Reference No.	
Site Address	

3. SERVICE BREAKDOWN

#	Description of Services / Work	Reference / PO Line	Qty / Units	Unit Price (\$)	Amount (\$)
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7				\$	\$
8				\$	\$
9				\$	\$
10				\$	\$
	SUBTOTAL (excl. GST)				\$
	GST (10%)				\$
	TOTAL AMOUNT DUE (incl. GST)				\$

4. GST SUMMARY

Item	Amount (AUD)
Subtotal — Taxable Supplies (excl. GST)	\$
Subtotal — GST-Free Supplies	\$
Subtotal — Input-Taxed Supplies	\$
Total GST Collected	\$
TOTAL INVOICE AMOUNT (incl. GST)	\$

5. PAYMENT DETAILS

Bank Name

Account Name	
BSB	
Account Number	
Payment Reference	Invoice No. / Project Name
Payment Terms	

6. NOTES & TERMS

Late Payment Interest	[X]% per annum after due date
Dispute Resolution	Contact accounts within 7 days of invoice date
Additional Notes	

7. DECLARATION

I declare that this tax invoice is true and correct and that the services described have been provided.	
Subcontractor Name	
Signature	_____
Date	

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