**Vendor Invoice**
*Tax Invoice | Australia*
yourcompany.com.au

# TAX INVOICE

## 1. SUPPLIER DETAILS (Your Business)

| | | | |
|---|---|---|---|
| **Business Name** | | **ABN** | |
| **Business Address** | | **Invoice Number** | |
| **Contact Name** | | **Invoice Date** | |
| **Phone / Email** | | **Due Date** | |
| **GST Registered** | Yes / No | **PO / Reference No.** | |

## 2. BUYER / CLIENT DETAILS

| | | | |
|---|---|---|---|
| **Client / Company Name** | | **Client ABN (if applicable)** | |
| **Billing Address** | | **Contact Name** | |
| **Phone / Email** | | **Payment Terms** | e.g. 14 days |

## 3. INVOICE LINE ITEMS

| Description | Qty | Unit Price ($) | GST % | GST ($) | Line Total ($) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Subtotal (excl. GST) | | $ |
| | | | Total GST (10%) | | $ |

| | | |
|---|---|---|
| **TOTAL AMOUNT DUE** | | **$** |

## 4. PAYMENT DETAILS

| | | | |
|---|---|---|---|
| **Bank Name** | | **BSB** | |
| **Account Name** | | **Account Number** | |
| **Payment Method** | EFT / Card / Other | **Reference for Payment** | |

## 5. NOTES

| | | | |
|---|---|---|---|
| **Additional Notes** | | **Late Payment Terms** | |