|  |  |  |  |
| --- | --- | --- | --- |
| **Tax Invoice** | **Invoice Date**  [InvoiceDate]  **Purchase Order**  [ClientPurchaseOrder]  **Invoice Number**  [InvoiceNumber]  **Reference**  [InvoiceReference] |  | |
| **[ClientName]**  [ClientAddress1]  [ClientAddress2]  [ClientCity] [ClientState] [ClientPostcode]  [ClientABN] |  | **[BusinessLegalName]**  [BusinessAddress]  [BusinessTaxNumber] |

**[ProjectName]**

Job No: [ProjectNumber]

[InvoiceDescription]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskRate] | [TaskTaxAmount] | [TaskAmount] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Timesheets** | **Staff** | **Date** | **StartTime** | **End Time** | **Duration** | **Timesheet Notes** |
| [TSTask] | [StaffName] | [TSDate] | [TSStartTime] | [TSEndTime] | [TSLength] | [TSNote] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product** | | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [ProductSKU] | [ProductName] | [ProductDescription] | [ProductQuantity] | [ProductRate] | [ProductTaxAmount] | [ProductAmount] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Disbursements** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [POName] | [PODescription] | [POQuantity] | [POUnitAmount] | [POUnitTax] | [POAmount] |

|  |  |  |
| --- | --- | --- |
|  | Subtotal | [InvoiceSubTotal] |
| GST | [InvoiceTaxTotal] |
| Total | [InvoiceTotal] |

|  |  |  |
| --- | --- | --- |
|  | **Payment Type** | **Amount Paid** |
| [PaymentType] | [PaymentAmount] |

|  |  |  |
| --- | --- | --- |
|  | **Amount Due** | **[AmountOutstanding]** |

**Due Date:** [InvoiceDueDate]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Options** | | |  |  |
|  | **Direct Deposit Details:** Please Quote the following reference: [InvoiceNumber] | | **Customer** | [ClientName] |
|  | **Account Name:** |  | **Invoice No** | [InvoiceNumber] |
|  | **BSB:** |  |  |  |
|  | **Account No:** |  | **Amount Due** | [AmountOutstanding] |
|  |  |  | **Due Date** | [InvoiceDueDate] |
|  |  |  |  |  |