

EXAMPLE INVOICE

Supplier/Company/Your Name
Postal Address
Town/Suburb STATE POSTCODE
ABN: (if applicable)
PH: (12) 3456 7891
Email: joebloggs@hotmail.com

Date: 01/04/2015

Invoice Number: (for instance this could be '01' if it is your first invoice)

TO:
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850
ATT: (TYTO REGIONAL ART GALLERY)

Description: (Invoice as per Quotation 005/RADF Grant Funding for project/Artists Fees for RADF Project - these examples would all be separate invoices)

QTY	Description	Unit Price	GST 10% of the unit price (if you are registered and will be required to pay GST to the Australian Taxation Office)	Total
10 (hours)	Artist fees per hour including GST	\$55.00	\$50.00	\$550.00
5	Blank canvas for participants	\$10.00	\$5.00	\$50.00
		SUBTOTAL		\$545.00
		GST		55.00
		TOTAL		\$600.00

Please pay within 30 days (this can be removed or altered)

Bank Details for Direct Deposit
Account Name:
BSB:
Account Number: