

## The essential invoice template

### Tax Invoice

Invoice number: **CC0700**

1<sup>st</sup> July 2000

to:

Colleen Client  
Human Resources Division  
Typical Client Organisation Pty Ltd  
20 Client Street  
Client Town VIC 3333  
ABN 88 888 888 888

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Lucinda Bright's  
Bright Ideas  
Consulting Company  
Pty Ltd  
ABN 99 999 999 999  
Any Street  
Big Suburb NSW 2222  
Phone 02 9999 9999  
Fax 02 9999 9999  
E-mail lucinda@b.com.au

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For consulting services provided to the Human Resources area by Lucinda Bright, at a daily rate of \$1430 including GST.

Project task	days
Interviews 26 May 2000	0.75
Create questionnaire and circulate 2 June 1999	0.5
Interviews 4 June 2000	0.25
Pick up questionnaires, analyse and design workshop 10 June 2000	1.5
Present management outline workshop 11 June 2000	no charge
Present first half day workshop (current state analysis) 11 June 2000	0.5
Design full day workshop 30 June 2000	0.5
Total	4.0 days

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<b>Consulting fees</b>	<b>5 200.00</b>
<b>GST</b>	<b>5 20.00</b>
<b>Total including GST due within 7 days</b>	<b>\$5 720.00</b>

Payment by cheque to the above address, or by electronic transfer to BSB 553 559 account number 1234 5678. We also accept Visa, Mastercard, American Express and Diners Club

