TAX INVOICE

Tax invoice TI-2026-1142 · Australia · amounts in AUD · dates DD/MM/YYYY

Details

Field	Fill in
The words 'Tax invoice'	
Seller's identity and ABN	
Date of issue	
Description with quantity and price	
GST amount or 'Total price includes GST'	
Extent each item is taxable	
Buyer's identity or ABN for sales of A$1,000 or more	
References to earlier deposit invoices	

Items (example lines, replace with your own)

Description	Qty	Unit price	Tax	Amount
Function room hire, 6pm to 11pm (event)	1	A$1,500.00	GST 10%	A$1,500.00
Canapé package, 3 hours (guest)	80	A$48.00	GST 10%	A$3,840.00
Four-hour beverage package (guest)	80	A$42.00	GST 10%	A$3,360.00
DJ and lighting (package)	1	A$950.00	GST 10%	A$950.00
Licensed security (hour)	5	A$65.00	GST 10%	A$325.00

Subtotal	A$9,975.00
GST total	A$997.50
TOTAL	A$10,972.50
Deposit	A$3,291.75
Balance due	A$7,680.75

Notes

• Buyer's identity and ABN shown because the sale is over A$1,000.
• Deposit invoiced on TI-2026-0987 is deducted from the balance.
• Payment by bank transfer; no card surcharge applies.

Sources: Tax invoices (Australian Taxation Office) (https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/tax-invoices, checked 2026-10-01); How to invoice (business.gov.au) (https://business.gov.au/finance/payments-and-invoicing/how-to-invoice, checked 2026-10-01); GSTR 2006/2: GST and deposits held as security (ATO legal database) (https://www.ato.gov.au/law/view/document?LocID=%22GST%2FGSTR20062%2FNAT%2FATO%22&PiT;=99991231235958, checked 2026-09-25); Taxable food (ATO) (https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/in-detail/your-industry/gst

-and-food/taxable-food, checked 2026-09-25); Definition of premises for GST and food (ATO) (https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/in-detail/your-industry/gst-and-food/definition-of-premises, checked 2026-09-25); Card surcharges (ACCC) (https://www.accc.gov.au/consumers/pricing/card-surcharges, checked 2026-09-25); Registering for GST (ATO) (https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst, checked 2026-09-25); ATO: Payments you don't withhold from (no ABN withholding) (https://www.ato.gov.au/businesses-and-organisations/hiring-and-paying-your-workers/payg-withholding/payments-you-need-to-withhold-from/withholding-from-suppliers/payments-you-don-t-withhold-from, checked 2026-10-01); ATO: Statement by a supplier not quoting an ABN (https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn, checked 2026-10-01) General information, not tax advice. Example figures only. Template by Venura (venura.org).