TAX INVOICE

Tax invoice INV-26-0774 · New Zealand · amounts in NZD · dates DD/MM/YYYY

Details

Field	Fill in
Seller's name or trade name	
Seller's GST number	
Invoice date or time of supply	
Description of the goods or services	
GST-exclusive amount, GST and GST-inclusive amount	
Buyer's name and one identifier (address, phone, email, NZBN or website)	
Reference to earlier deposit invoices	
Retention for 7 years	

Items (example lines, replace with your own)

Description	Qty	Unit price	Tax	Amount
Day delegate package: room, morning and afternoon tea, lunch (delegate-day)	90	NZ$85.00	GST 15%	NZ$7,650.00
Breakout room hire (day)	2	NZ$650.00	GST 15%	NZ$1,300.00
AV technician and hybrid streaming (day)	2	NZ$380.00	GST 15%	NZ$760.00
Afternoon tea upgrade, day two (delegate)	45	NZ$9.00	GST 15%	NZ$405.00
Welcome drinks, evening one (guest)	45	NZ$32.00	GST 15%	NZ$1,440.00

Subtotal	NZ$11,555.00
GST total	NZ$1,733.25
TOTAL	NZ$13,288.25
Deposit	NZ$3,322.06
Balance due	NZ$9,966.19

Notes

• Buyer's legal name and NZBN shown because the supply is over NZ$1,000.
• GST-exclusive amount, GST and GST-inclusive total all shown.
• Deposit invoiced on INV-26-0690 deducted from the balance.

Sources: How taxable supply information for GST works (Inland Revenue) (https://www.ird.govt.nz/gst/tax-invoices-for-gst/how-tax-invoices-for-gst-work, checked 2026-10-01); IS 10/03: GST time of supply, payments of deposits (Inland Revenue) (https://www.taxtechnical.ird.govt.nz/interpretation-statements/is1003-gst-time-of-supply-payments-of-deposits-including-to-a-stakeholder, checked 2026-09-25); Record keeping (Inland Revenue) (https://www.ird.govt.nz/managing-my-tax/record-keeping, checked

2026-09-25); Taxable supply information for GST (Inland Revenue) (https://www.ird.govt.nz/gst/tax-invoices-for-gst, checked 2026-10-01); Electronic invoicing (Inland Revenue) (https://www.ird.govt.nz/managing-my-tax/record-keeping/einvoicing, checked 2026-09-25)
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