



1. Adams Apples

2. Tax Invoice No XXX

3. ABN: XX XXX XXX XXX

**4. To: Mrs Granny Smith
100 Orchard Road
ORCHARDVILLE 123**

5. Date: 01 / 01 / 2007

6. Description	7. Item No	Qty	Unit Price	Sub total exc GST	GST Amt	Amt Payable (GST inc)
Apple Pie	21212	3	15.00	45.00	4.50	49.50
Apple Slice	25287	1	9.08	9.09	.91	10.00
Applce Sauce (Jar)	48795	1	5.00	4.55	.45	5.00
Total				58.64	5.86	64.50

Total Excl GST	58.64
Total GST Payable	5.86
Total Amount Payable inc GST	64.50



10. When only the best will doit's Adams for Apples

9. 200 Pink Lady Road , FUJI 456

Phone: (XX) XXXXX XXXXX, Fax (XX) XXXXX XXXXX www.adamsapples.cc



1. Business Name should appear at the top of the invoice.
2. Every invoice must state "Tax Invoice".
3. Your ABN should be on every invoice you receive and submit in order to claim the GST input credit.
4. The customers address.
5. Invoice date, is important the date determines the tax period to which the GST payable and input tax credits are attributed.
6. Your invoice should describe the items being purchased by the customer.
7. Item Number, is optional, it can be hand to help track stock, particularly if you have a large product range.
8. The total excluding GST, the total GST applicable to the purchase, the total payable including GST.
9. Your contact details, its important to provide your contact details incase there is a dispute over the invoice.
10. Never miss an opportunity to promote your business, place your logo and or slogan on everything you print.