



Busy Bee Honey **1.**

Yummy honey for your tummmmy **8.**

7. 100 Sticky Avenue

BEE HIVE 1234

P: (XX) XXXX XXXX F: (XX) XXXX XXXX

www.BusyBeeHoney.com

2. Tax Invoice No: XXX

3. ABN: XX XXX XXX XXX

4. Date	Qty	5. Description	Amt Payable (GST inc)
01/01/07	3	Honey Pot 1 litre	49.50
01/01/07	1	Clover Honey 2 Litre	15.00
6. Total Payable (GST inc)			\$ 64.50
6. Total includes GST Payable			\$ 5.86



Please return this section with payment _____

9. Tax Invoice No: XXX

Payment Details: *please tick*

Cheque Money Order Visa Mastercard

Bank Transfer Account Name: Busy Bee Honey BSB: xxx xxx Account xxxxxxxx

Card Number: _____

Expiry Date: ____/____

Signature: _____

Name on card: _____

Please note our trading terms are strictly 30 Days

1. Your business name should appear at the top of the invoice.
2. Every invoice you provide must state the words "Tax Invoice".
3. Your ABN should be on every invoice you receive and submit in order to claim the GST input credit.
4. Invoice date, is important the date determines the tax period to which the GST payable and input tax credits are attributed.
5. Your invoice should describe the items being purchased by the customer.
6. The total payable including GST and the total GST applicable to the purchase.
7. Your contact details, its important to provide your contact details incase there is a dispute over the invoice.
8. Never miss an opportunity to promote your business, place your logo and or slogan on everything you print.
9. Make sure you include the invoice number again - so when payment is returned you can identify the debtor and allocate payment..