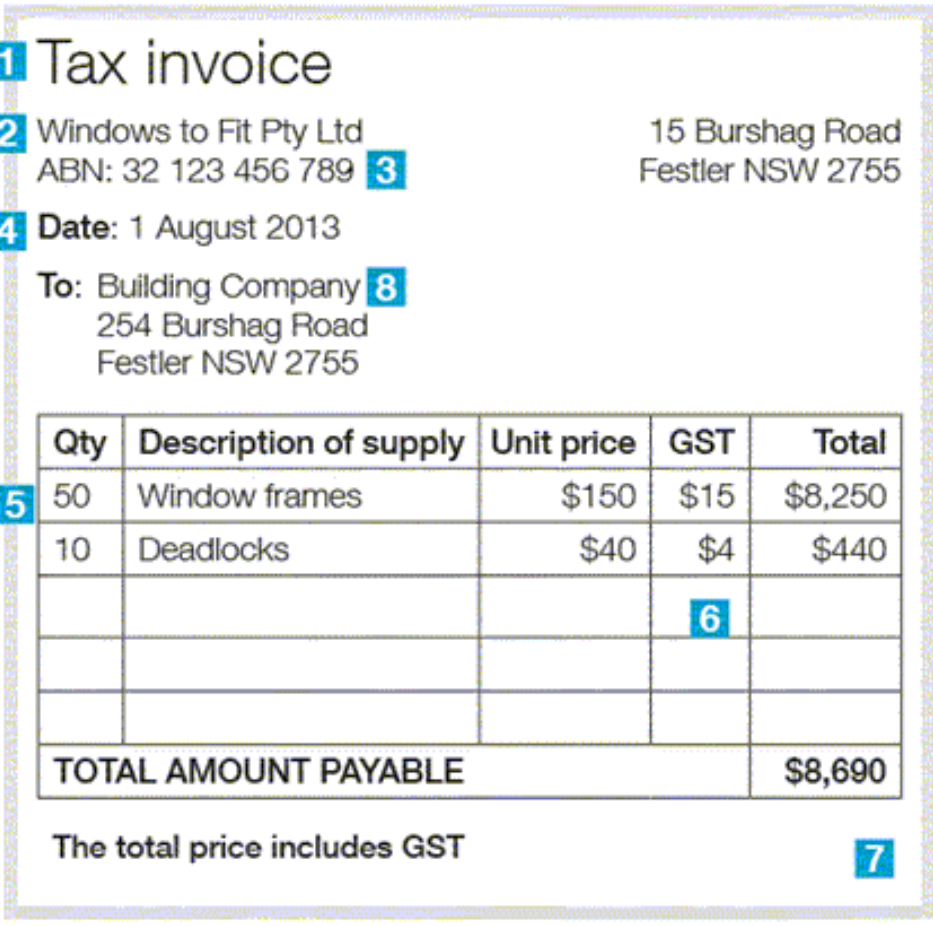
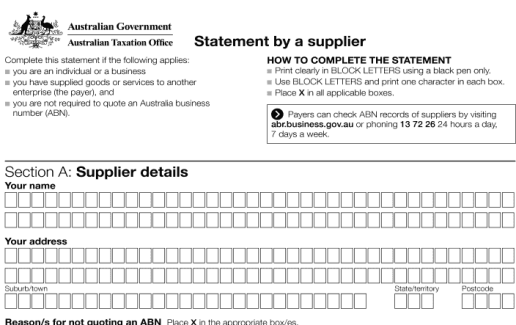


## A Guide to Invoicing

Registered for GST	Example Tax Invoice																									
<p>1. Write TAX Invoice</p> <p>2. Organisation Name and Address</p> <p>3. State your ABN*</p> <p>4. Date of Invoice</p> <p>5. Grant Application Number eg CFXXXX and Project Name</p> <p>6. Include the GST If your organisation is registered for GST</p> <p>7. Total amount for the Invoice.</p> <p>8. Address the Invoice to City of Stirling - Community Grants Team <a href="mailto:grants@stirling.wa.gov.au">grants@stirling.wa.gov.au</a></p>	 <p><b>1 Tax invoice</b></p> <p><b>2</b> Windows to Fit Pty Ltd ABN: 32 123 456 789 <b>3</b></p> <p>15 Burshag Road Festler NSW 2755</p> <p><b>4</b> <b>Date:</b> 1 August 2013</p> <p><b>To:</b> Building Company <b>8</b> 254 Burshag Road Festler NSW 2755</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description of supply</th> <th>Unit price</th> <th>GST</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td><b>5</b> 50</td> <td>Window frames</td> <td>\$150</td> <td>\$15</td> <td>\$8,250</td> </tr> <tr> <td>10</td> <td>Deadlocks</td> <td>\$40</td> <td>\$4</td> <td>\$440</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>6</b></td> <td></td> </tr> <tr> <td colspan="4"><b>TOTAL AMOUNT PAYABLE</b></td> <td><b>\$8,690</b></td> </tr> </tbody> </table> <p>The total price includes GST <b>7</b></p>	Qty	Description of supply	Unit price	GST	Total	<b>5</b> 50	Window frames	\$150	\$15	\$8,250	10	Deadlocks	\$40	\$4	\$440				<b>6</b>		<b>TOTAL AMOUNT PAYABLE</b>				<b>\$8,690</b>
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<p>*If you do not have an ABN you will need to complete a "statement by Supplier" form and send this in with your invoice.</p>	 <p>Australian Government Australian Taxation Office</p> <p><b>Statement by a supplier</b></p> <p>Complete this statement if the following applies:          ■ you are an individual or a business          ■ you have supplied goods or services to another enterprise (the payer), and          ■ you are not required to quote an Australia business number (ABN).</p> <p><b>HOW TO COMPLETE THE STATEMENT</b>          ■ Print clearly in BLOCK LETTERS using a black pen only.          ■ Use BLOCK LETTERS and print one character in each box.          ■ Place X in all applicable boxes.</p> <p>ⓘ Payers can check ABN records of suppliers by visiting <a href="http://abn.business.gov.au">abn.business.gov.au</a> or phoning 13 72 26, 24 hours a day, 7 days a week.</p> <p><b>Section A: Supplier details</b></p> <p>Your name  <input type="text"/>  <input type="text"/></p> <p>Your address  <input type="text"/>  <input type="text"/>  <input type="text"/> State/Territory <input type="text"/> Postcode</p> <p>Reason/s for not quoting an ABN Place X in the appropriate boxes.</p>																									