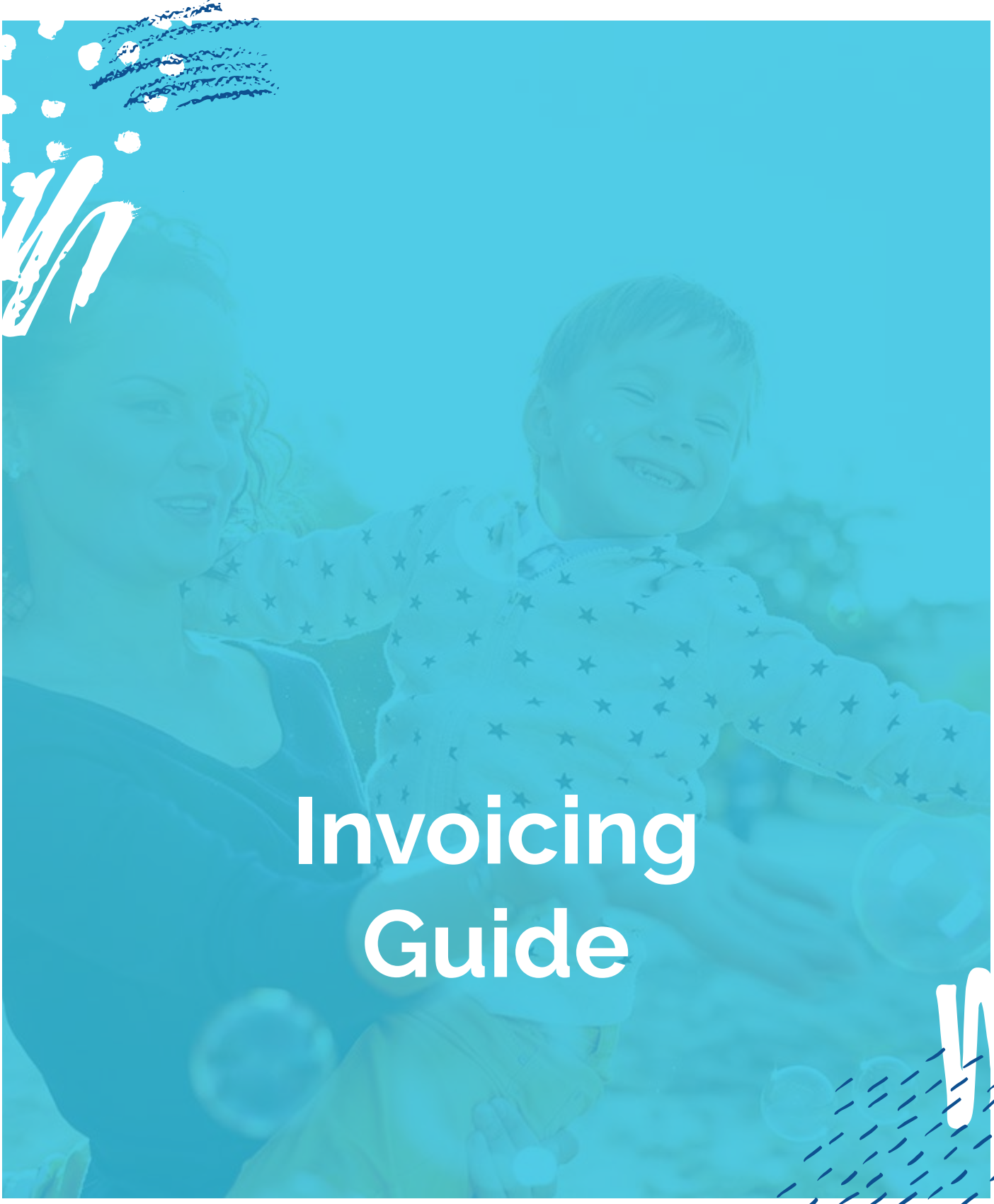

Invoicing Guide

Tweed Coast
Plan Management

HELP + EDUCATE + SUPPORT + EMPOWER

INVOICE EXAMPLE

Please ensure all invoices contain the below information:

1. 'Tax Invoice' or 'Invoice' stated on the document
2. Supplier name
3. Supplier email address
4. Supplier ABN
5. Invoice date
6. Unique invoice number
7. Participants Name
8. Date/s of service provided
9. Type of service provided
10. Number of hours billed
11. Hourly rate
12. Total amount payable
13. If GST is included or GST-free supply
14. Supplier bank account details

1 INVOICE

2 Name: Elizabeth Jones

3 Email: elizabethjones@gmail.com

4 ABN: 12 345 678 901

Phone: 0412 345 678

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5 **Date** 07/05/2019

6 **Invoice No.** 12345

Invoice To Tweed Coast Plan Management

7 **For** NDIS Participant – John Smith

Description	*Hours*	*$ per hour*	*Amount*
8 Self-care support – 29/04/2019 9	5 10	11 42.00	210.00
Social & community support – 30/04/2019	4	42.00	168.00
		GST	0.00
		TOTAL INVOICE	**$378.00** 12

13 Not registered for GST

Please remit to

14 **Account Name** Elizabeth Jones
BSB 012 345
Account Number 123 456

PAYMENT DETAILS

Email Invoices To:
Unless advised otherwise by the participant/participants representative, please email all invoices to:
accounts@tweedcoastplanmanagement.com.au

In most circumstances, approved invoices will be paid within 7 days.

A remittance will be emailed once payment has been made into your nominated bank account. Please check remittances before touching base about payments.

Invoices that do not contain the correct information will be returned, and not paid until amended.

Tweed Coast Plan Management can be contacted via:
Phone: 07 5551 4730
ABN: 56 003 402 346
Email: accounts@tweedcoastplanmanagement.com.au
Address: PO Box 128, Tweed Heads NSW 2485

Tweed Coast
Plan Management