

Invoice Form: An Example

Selling Your Work · By Simon Townsend · 1 min read

- This is a rough guide for how your invoice should look.
- Important: you must write "Tax Invoice" at the top if you have an ABN number.
- If not, possibly 48% tax will be taken out.
- Make sure the amount you're invoicing for is the amount you and the editor agreed on.

6 Smith Road Sam Smith phone (07) 7911 2233

Smithfield NSW 2999 ABN 66 497 486 345 No fax

sam.smith@imprimus.com.au mobile 0412 111 333

Tax Invoice

Invoice No.0006

15 November 2008

ATTENTION: Mary Jones, Editor

The Australian Women's Weekly

54 Park Street

Sydney NSW 2000

As per agreement of 4 Sept 2008 with Ms Jones, payment for 2,245 words of article titled "How Lola wasted a \$10 million lottery win" published as 1,200 words in the Women's Weekly of cover-date 14 November 2008:

\$3,500.00

plus 10% GST 350.00

Total \$3,850.00

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