



FIRST NATIONS

TAX, BUSINESS & LEGAL


# How To Create An Invoice

BY MUSICNSW

music<sup>NSW</sup>

# How To Create An Invoice

FIRST NATIONS TAX, BUSINESS & LEGAL

 This resource explains how to create clear and professional invoices, helping artists get paid correctly for their work.

Put your business name and logo at the top of your invoice. If you don't have a logo, just put your business name.

Add your ABN here. If you don't have a business or an ABN, you can still provide an invoice for payment but you'll need to attach a Statement by a supplier form, which should only be for one-off payments.

**Helpful Links:**

- [How to apply for an ABN](#)
- [About Statement by supplier forms](#)

Each invoice should have a unique number so you can track them easily

Let people know when they need to pay you by. Some invoices say "due and payable now" or payable in 14 or 30 days.

"This is where you add description, quantity and price for the services you're getting paid for. If you are registered for GST add it in. If you are not registered for GST say "not registered for GST" and don't add it.

Make sure you add your bank details so you can receive the payment.

If you are a sole trader contractor, you may be eligible for superannuation so you should add your superannuation fund information to your invoice.

## BUSINESS LOGO

Business Name  
123 Sample Street, Suburb, NSW 2020  
Email: info@businessname.com.au  
ABN: 123 456 789

## TAX INVOICE

INVOICE NO #001234

Date: 12 October, 2023

Payable in 14 days with thanks

### CLIENT DETAILS

Business Name (If Applicable)  
123 Sample Street, Suburb, NSW  
2020 Phone: 0400 000 000

QTY	DESCRIPTION	UNIT PRICE	GST	TOTAL
1	Rehearsal per hour	\$250	10%	\$250
2	Live Performance per hour	\$1,000	10%	\$1,000
			SUBTOTAL	\$2,250
			TOTAL TAX	\$225
			TOTAL DUE	\$2,475

### PAYMENT DETAILS

NAME: BANK ACCOUNT HOLDER  
BSB: 456 789  
ACCOUNT NUMBER: 987654321

### SUPERANNUATION

SUPERANNUATION FUND NAME  
MEMBER NUMBER: 123 456 789  
D.O.B: 12/4/2000

Thank you for your business. For any queries, please email or phone 01 2345 6789.

Looking for more resources?  
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one at [musicnsw.com/resources](https://musicnsw.com/resources)

MusicNSW works, creates and listens on unceded Aboriginal land across the state. We honour elders past and present and acknowledge all First Nations peoples as the original music makers, storytellers and knowledge holders. Always was, always will be.

Cover photo by Daniel Glossip  
Artwork by Kaleena Smith

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