

How to invoice guide

for Attendant care and support services



2 Company Name
Your ABN: XX XXX XXX XXX
123 Example Lane
CITY STATE POSTCODE
Phone: +61 7 XXXX XXXX
Fax: +61 7 XXXX XXXX

4 INVOICE TO:
NIISQ Agency
ABN 52 764 535 574
GPO Box 1391
BRISBANE QLD 4001

COMMENTS: NIISQ Service Approval No: XXXXX

ITEM/SERVICE CODE	QUANTITY	DESCRIPTION	UNIT PRICE	GST	TOTAL
ACS016	8hrs	14/03/2024 Personal care - Weekday Daytime	\$XX.XX /hr	GST FREE	\$XX.XX
ACS016	1	14/03/2024 Personal care - Inactive overnight shift	\$XX.XX /shift	GST FREE	\$XX.XX
ACS018	3hrs	14/03/2024 Community participation – Weekday evening	\$XX.XX /hr	GST FREE	\$XX.XX

TOTAL AMOUNT EXCL GST \$XX.XX

GST \$XX.XX

TOTAL AMOUNT INCL GST \$XX.XX

Your Company Name prefers EFT payments:
BSB: XXX XXX, Acc No: XXXX XXXX

If you have any questions concerning this invoice, please contact
Your Company on +61 7 XXXX XXXX

Thank you for your business!

1 TAX INVOICE

3 INVOICE # XXXXXX
DATE XX/XX/XXXX

5 SHIP TO:
Participant Name
456 Example Lane
CITY STATE POSTCODE
Phone: +61 XXX XXX XXX

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- 1 Tax Invoice**
Your document must state that it is a 'Tax Invoice' *Tick*
- 2 Company name & ABN**
Your tax invoice must include your business/entity name and ABN
- 3 Date**
Your tax invoice must be dated
- 4 Invoiced to NIISQ Agency**
Your tax invoice must be addressed to NIISQ Agency
- 5 Participant name or case number**
Your tax invoice must include our participant's name or case reference number
- 6 Service Approval**
Include NIISQ Service Approval number
- 7 Item/service code**
Include NIISQ item/service code to expediate payment processes

- 8 Quantity**
Please specify quantity including specific unit of measurement e.g. hours/shifts/kms
- 9 Description**
Include a description of the attendant care and support services delivered including shift type/time and date of service e.g. weekday AM/weekday PM
- 10 Ex GST cost**
Please specify cost per unit (excluding GST)
- 11 GST**
Your tax invoice must state if GST is applicable per item/service
- 12 Invoice must include GST payable**
Your tax invoice must state the amount of GST payable on the invoice
- 13 Total amount payable**
Your tax invoice must state the total amount payable on the invoice