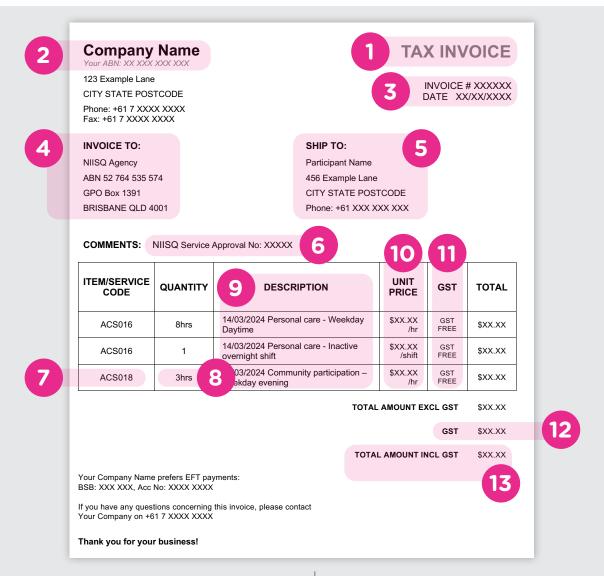
## How to invoice guide

for Attendant care and support services





- 1 Tax Invoice
  - Your document must state that it is a 'Tax Invoice'
- Tick
- 2 Company name & ABN
  Your tax invoice must include your company/trading 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
- 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

- 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
- Ex GST cost
  Please specify cost per unit
  (excluding GST)
- Your tax invoice must state if GST is applicable per item/service
- Invoice must include GST payable
  Your tax invoice must state the
  amount of GST payable on the invoice
- Total amount payable
  Your tax invoice must state the
  total amount payable on the invoice