

# 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

**1** **TAX INVOICE**

**3** INVOICE # XXXXXX  
DATE XX/XX/XXXX

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

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

**6** **COMMENTS:** NIISQ Purchase Order No: XXXXX

ITEM/SERVICE CODE	QUANTITY	9 DESCRIPTION	10 UNIT PRICE	11 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	15/03/2024 Community participation - weekday evening	\$XX.XX /hr	GST FREE	\$XX.XX
<b>TOTAL AMOUNT EXCL GST</b>					\$XX.XX
<b>GST</b>					\$XX.XX
<b>TOTAL AMOUNT INCL GST</b>					\$XX.XX

**7** 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

**12**

**13**

**Thank you for your business!**

- 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
- 5 Participant name or case number**  
Your tax invoice must include our participant's name or case reference number
- 6 Purchase order**  
Include NIISQ purchase order 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