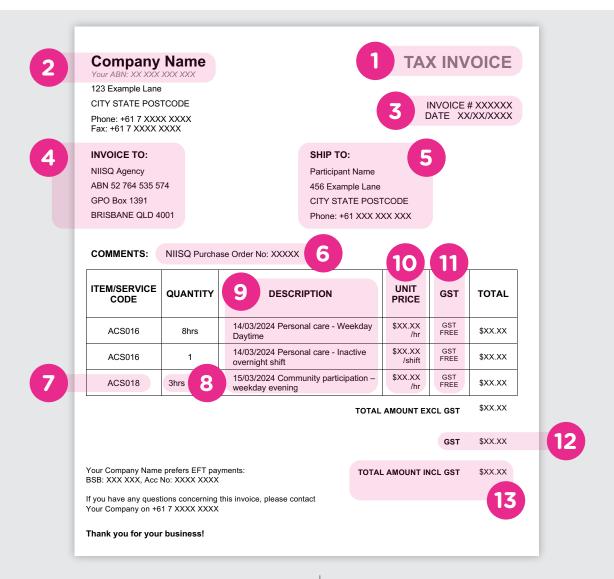
How to invoice guide

for Attendant care and support services





Tax Invoice

Your document must state that it is a 'Tax Invoice'



- 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
- **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

- 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