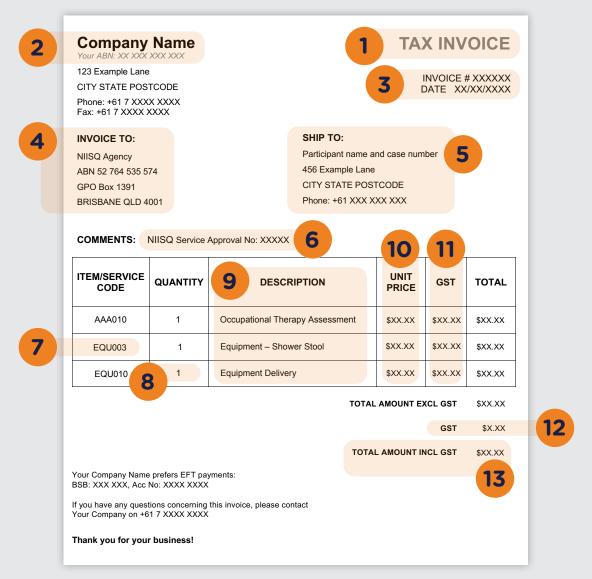
How to invoice guide

General





1 Tax Invoice

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



- 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
- **Participant name and case number**Your tax invoice must include our participant's name and case number
- 6 Service Approval Include NIISQ Service Approval number
- Item/service code
 Include NIISQ item/service code
 to expediate payment processes

- **Quantity**Please specify quantity
- Description Include a description of the item sold/service provided
- Please specify cost per unit (excluding GST) and include the price/rate as per Service Approval
- 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
- Total amount payable
 Your tax invoice must state the
 total amount payable on the invoice