

## What does a good invoice look like?

**Date:** 3/1/2026

**Invoice number:** 00512

**Provider name:** Your Business Name Here

**Email address:** myemail@mybusiness.co.au

**Phone number:** 0400 000 000

**ABN:** 12 345 678

**Client name:** Joe Bloggs

**Client address:** 123 Simple St, Leederville, Perth WA

	Item & Description	Qty	Rate	Amount
1	<b>Social outings &amp; support</b> Transportation <b>Shift Note:</b> 11/12/2025 Started: 10am finished 12pm. Duration 2 hours. Arrived at client's home and assisted client with her grocery shopping. Observed client is in good spirit. Client showed some rashes on her neck and her doctor has advised that it may be allergic reaction and has prescribed her cream to reduce the itch.	2 hours	\$85.00	\$170.00
2	<b>Meal preparation</b> <b>Shift Note:</b> 11/12/2025 Started: 12pm finished 1:30pm. Duration 1.50 hours. Assisted client with meal preparation - cutting up food & cooking meals as selected by client. Cleaned kitchen & washed dishes for client.	1.50 hours	\$85.00	\$127.50
3	<b>Gardening</b> <b>Shift Note:</b> 11/12/2025 Started: 3pm finished 4pm. Duration 1 hour. Assisted with general gardening including weeding. Client is happy & proud of her veggie patch which provides her with a constant supply of fresh herbs.	1 hour	\$85.00	\$85.00
<b>Total</b>				<b>\$382.50</b>
<b>Balance Due</b>				<b>\$382.50</b>

### Payment Details

**Name:** Annabelle Citizen

**BSB:** 123-456

**Account number:** 1234 5678

**Send remittance advice to:** remittances@mybusiness.com.au

This template shows you exactly what details should be included so your invoice is easy to understand and quick to process. An invoice will **not** be processed if:

- There is information missing from the invoice, or information is incorrect
- Shift notes have not been received, or do not meet minimum requirements
- The provider has not been verified
- Invoice or reimbursement is older than 30 days



**Got questions? Call us at 1800 024 000**

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