



TAX INVOICE GUIDE

Screen NSW requires all suppliers to provide fully completed Tax Invoices for all payments. These Tax Invoices must contain the following information:

- Date
- The name and address of the supplier
- The ABN of the supplier
- The words "Tax Invoice" (if you are not registered for GST just use 'Invoice')
- The FULL name and address of Screen NSW
- The quantity of the goods or services supplied and a brief description of each good or service supplied
- The sub total of all goods or services supplied before GST is added
- If the supplier is not registered for GST they must state this on the invoice
- If the supplier is registered for GST, the total amount of GST applicable is 10% of the sub total of all goods and services
- The total price including GST of all goods or services including the words "Total Price including GST"
- Payment terms 14 days
- Include payment details (BSB and Account number)

FOR EXAMPLE:

A Supplier Pty Ltd
123 Main Street
Anytown NSW 1234

ABN: 12 345 678 900

TAX INVOICE

Date of Issue:

To: Screen NSW
GPO Box 7060
Sydney, NSW 2000

For:

Qty	Description of Supply	Total
1	First instalment of funding for Project Name	\$

Sub Total: \$

GST: \$

Total Price (Incl GST): \$

Payment terms: 14 days

Payment Details:

BSB: XXX-XXX

A/C: XXXXXX