

TAX INVOICE

Invoice #: [0047]

Date: [27/07/2026]

Due: [20th of the month following]

[Your Business Name Ltd]

[123 Example Street]

[Napier 4110]

[027 123 4567]

[you@yourbusiness.co.nz]

GST Number: [123-456-789]

Bill to:

[Customer name]

[Customer address]

[Customer phone or email]

Description	Qty	Unit price	Amount
[Labour: e.g. Replace hot water cylinder, 2nd-floor bathroom]	[6 hrs]	[\$95.00]	[\$570.00]
[Materials: e.g. 180L hot water cylinder]	[1]	[\$1,150.00]	[\$1,150.00]
[Materials: e.g. Fittings and consumables]	[1]	[\$85.00]	[\$85.00]
[]	[]	[]	[]
[]	[]	[]	[]

Payment details

Bank account: [12-3456-7890123-00]

Account name: [Your Business Name Ltd]

Reference: [Invoice number]

Payment terms: [Payment due by the 20th of the month following invoice date.]

[Thanks for your business. Please use the invoice number as your payment reference.]

Subtotal (excl. GST)	[\$1,805.00]
GST (15%)	[\$270.75]
TOTAL DUE (incl. GST)	[\$2,075.75]

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