Invoice and payment record

DBE 37 | Version 1 | Booking or job reference _____

Prepare an invoice record using verified business and GST details.

Details and record

Supplier legal name address ABN and GST status: _____

Invoice number issue date and due date: _____

Customer billing name address and contact: _____

Booking reference and event date: _____

Subtotal GST if applicable and total: _____

Deposit paid credits and balance: _____

Payment instructions and verified account reference: _____

Payment received date method and receipt reference: _____

Prepared by and checked by: _____

Checks and selections

☐ ABN verified ☐ GST status verified ☐ Bank instructions verified

Description	Qty	Rate	Amount