

SAMPLE INVOICE

Showing the information required on your invoice

(This example is from John Smith who is contracted by the Creative Industries Programme Area to provide a tutoring service and to provide as examiner service.)

TAX INVOICE

John Smith, 20 Benton Street, Nelson 7010, phone 03 555 5555, email jsmith@xtra.co.nz
GST Number: 12-563-44

Date: 22 September 2011

Invoice No: 123

Attention: Jane Brown
PAL, Creative Industries
Nelson Marlborough Institute of Technology
Private Bag 19
NELSON 7042

DETAILS OF SERVICE PROVIDED

Role	Course	Comments	No of Hours	Rate	Total
Tutor	Sculpture VAD411	1 to 15 Sept	15	\$45	\$675.00
Examiner	Modelling VAD211	15 to 20 Sept	10	\$85	\$850.00
	(if applicable)		GST on above	12.5%	(\$190.63)
	(if applicable and only if specified in contract)	Expenses	Receipts attached (if over \$50) otherwise listing attached		\$50.00 inclusive of GST)
				Total to pay	\$1765.63

Pay to Account: 02 1010 2102100 00

Registered Limited Liability Company

Yes / No

Withholding Tax Exemption Certificate

Yes / No

(If Yes, please provide copy)