

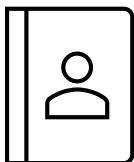
Auscare Support\_Invoice\_Template.PDF

Open the PDF in a browser or a PDF viewer like Adobe Reader



Provider Details

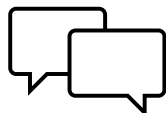
- ✓ a unique invoice number
- ✓ company details including your ABN



Participant Details

- ✓ Client full name (and NDIS number if available)

Service Details



- ✓ Delivered Date or a range of Delivered Dates (To & From)
- ✓ Support Item No.
- ✓ Total quantity delivered as number/s
- ✓ The rate being charged as number/s (price per hour or item)
- ✓ The invoice Total is calculated automatically (Qty \* Rate)
- ✓ Enter GST (if applicable) and this will be added to the Total Amount Payable

*Both the support item number and rate being charged should fit within the NDIS price guide.*

*Please do not add dollar signs (\$) or decimal places (.) in the Qty or Rate fields please.*



Banking Details

- ✓ Account Name
- ✓ BSB (in the format of xxx-xxx)
- ✓ Account Number

Please use free form text box for any additional information to our Plan Managers.



Save the invoice and email the invoice as a PDF to:

- ✓ [invoices@auscaresupport.com.au](mailto:invoices@auscaresupport.com.au)