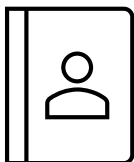# AUSCARE SUPPORT
INVOICE TEMPLATE INFORMATION GUIDE

Download Auscare Support_Invoice_Template.PDF

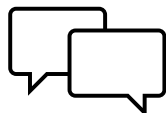Open in a PDF viewer like Adobe Acrobat Reader

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

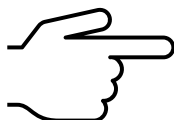*Both the support item number and rate being charged should fit within the NDIS price guide.*

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.

Select File > Save As > saving the file with a unique name (we suggest a combination of company name and invoice number). Email the saved invoice to:

✔ invoices@auscaresupport.com.au

Last updated April 2023