

Tax invoice

For GST-registered trade businesses. Meets the taxable supply information rules for sales over \$1,000.

Business name (trading name)	_____	Invoice number	_____
GST number	_____	Invoice date	_____
Address	_____	Due date	_____
Phone and email	_____	Job reference or quote number	_____

Bill to

Customer name	_____	Site address (if different)	_____
Customer address (required on sales over \$1,000)	_____		

Work done

#	DESCRIPTION OF WORK OR MATERIALS	QTY	UNIT	RATE (EXCL GST)	AMOUNT
1					
2					
3					
4					
5					

Payment

Bank account name	_____
Account number	_____
Reference to use	_____

Payment is due by the due date above. Late payment: interest at ____% per month and reasonable recovery costs may be added after 30 days, as stated on the quote.

Totals

	AMOUNT
Subtotal (excl GST)	
GST at 15%	
Total (incl GST)	
Less deposit received	
Amount due	

Taxable supply information: for a sale over \$1,000 this invoice must show the seller's name and GST number, the date, a description of what was supplied, the amount payable with the GST shown or stated to be included, and enough detail to identify the buyer. Between \$200 and \$1,000 the buyer detail is not needed; under \$200, name, date, description and amount are enough. Keep copies 7 years. Rules: GST Act 1985 (ss 19E to 19K), Tax Administration Act 1994 (s 22), as published by Inland Revenue; checked 9 October 2026.

Invoice

For trade businesses that are not GST registered. Says so plainly, so nobody tries to claim GST on it.

Business name (trading name)

NZBN (optional)

Address

Phone and email

Invoice number

Invoice date

Due date

Job reference or quote number

Bill to

Customer name

Customer address (required on sales over \$1,000)

Site address (if different)

Work done

#	DESCRIPTION OF WORK OR MATERIALS	QTY	UNIT	RATE	AMOUNT
1					
2					
3					
4					
5					

Payment

Bank account name

Account number

Reference to use

Payment is due by the due date above. Late payment: interest at ____% per month and reasonable recovery costs may be added after 30 days, as stated on the quote.

Totals

	AMOUNT
Subtotal	
Total (no GST charged: not GST registered)	
Less deposit received	
Amount due	

Not GST registered: no GST is charged and the customer cannot claim any. Turnover of \$60,000 in any 12 months means you must register for GST. Keep copies 7 years. Rules: GST Act 1985 (ss 19E to 19K), Tax Administration Act 1994 (s 22), as published by Inland Revenue; checked 9 October 2026.