Name

Purchase Order No.

Business/trading name (if you have one)

Australian business number (ABN)

Contact details (optional but recommended): Address, phone, email

**TAX INVOICE**

Department of Communities and Justice

Locked Bag 5000, Parramatta NSW 2124

Matter Number:

Name of Client:

Court/Tribunal:

Date of issue:

Tax InvoiceNo.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PREPARATION AND COURT/TRIBUNAL ATTENDANCE** | | | | | | |
| **Item**  **No.** | **Date** | **Description**  (include nature of work, location, names of people attended with or any other relevant information) | **Duration** | **Fee** | **GST** | **Total** |
| 1a | 12/12/2010 | Preparation for Hearing including  peruse court file, prepare Affidavit | 1.5 hours |  |  |  |
| 2 | 12/12/2010 | Attend Parramatta Children's Court for Hearing | 2.5 hours |  |  |  |
| **TRAVEL ALLOWANCE, SUSTENANCE AND EXPENSES** | | | | | | |
|  |  |  |  |  |  |  |
| **SUSTENANCE ALLOWANCE** | | | | | | |
|  |  |  |  |  |  |  |
| **REPORT WRITING** | | | | | | |
|  |  |  |  |  |  |  |
| **TOTAL** | | | |  |  |  |

Please make payment by XX to:

Name

ABN

Account name

Bank

BSB Number

Account Number

**Notes**

1. You should display the GST amount for each item separately, or, if the GST amount is exactly one-eleventh of the total price, you can use a statement such as ‘Total price includes GST’.
2. You should include the extent to which each item sold includes GST. You’ll meet this requirement if you either: show the GST amount for each item OR clearly state that the total price includes GST.
3. All invoices and queries should be e-mailed to [guardian-ad-litem-panel-co-ordinator@dcj.nsw.gov.au](mailto:guardian-ad-litem-panel-co-ordinator@justice.nsw.gov.au) or posted to Guardian ad Litem Panel Co-ordinator, Locked Bag 5000, Parramatta NSW 2124.