

## SAMPLE INVOICE

We have created a sample invoice as a visual guide, to ensure service providers include all relevant information when invoicing a strata titled property. Please contact [accounts@tcmstrata.com](mailto:accounts@tcmstrata.com) if you would like a blank, writable invoice template.

## TAX INVOICE

If not registered for GST - 'INVOICE'

**INVOICE DATE:** Date invoice issued

### INVOICE TO:

The Body Corporate / Owners Corporation  
for (Name of Complex)\*  
CTS (Community Title Scheme) or SP (Strata Plan)  
Address of Strata Property

\*The invoice must be addressed to the Body Corporate (i.e. the strata property where services were performed).

C/-TCM Strata\*  
Email: [invoices@tcmstrata.com](mailto:invoices@tcmstrata.com)

\*Send the invoice to TCM Strata - we pay on behalf of the owners.

### YOUR BUSINESS NAME

- ✉ Your email address
- ☎ Your contact number
- 📍 Your business address
- 🌐 Your ABN
- 📄 Licence number - e.g. QBCC (if applicable)

\*We need this information 1) to add to our service provider database and 2) in case we have to contact you.

**INVOICE NO:** Invoice number

**REFERENCE:** Note the Work Order or Quote Number

DESCRIPTION	QTY	PRICE	GST	TOTAL
Please add a detailed description of works, completed/services provided and the date you attended.	1	\$240.00	\$24.00	\$269.00
Include the unit number/s (if applicable). If works are carried out in an individual unit, please note the specific location of the works/repairs completed. In particular, plumbing works; note if hot/cold water related, and include photos if possible.	1	\$10.00	\$1.00	\$11.00
This helps us determine if the lot owner or Body Corporate is responsible for the maintenance of this area.	1	\$150.00	\$15.00	\$165.00

\*If not registered for GST, this does not need to be noted on the invoice; only the total. **\$400.00** **\$40.00** **\$440.00**  
Subtotal \*GST (10%) Total (AUD)

\*Amounts are for explanatory purposes only

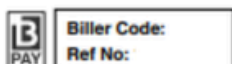
### PAYMENT METHODS:

\*Please include all available payment methods for your invoice

#### Bank Transfer - Direct Deposit

Banking Institution: Bank Name  
Account Name: Your Business Account Name  
Account Number: Your Business Account No.  
BSB Number: Your Bank BSB

#### BPAY



Include your Biller Code and Reference Number (if applicable)

### PAYMENT TERMS

\*These are examples for explanatory purposes only

- Payment due in full within 14 days, per due date noted on invoice.

### INVOICE SUMMARY:

**Subtotal** **\$400.00**  
**GST** **\$ 40.00**

**Total Due: \$440.00**

\*GST Inclusive

### DUE DATE

Date payment due