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|  | <Company Name> |  |  |  | INVOICE TEMPLATE |  |
|  | <Your address> |  |  |  |  |
|  | <Your contact details> <Your ABN> |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |
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|  |  |  |  |  |  | **INVOICE NO.** |  |
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|  | **BILL TO** | |  | **SHIP TO** |  |  |  |
|  | <Contact Name> | |  | <Name / Dept> | | |  |
|  | <Client Company Name> | |  | <Client Company Name> | | |  |
|  | <Address> | |  | <Address> | | |  |
|  | <Phone> | |  | <Phone> | | |  |
|  | <Email> | |  |  |  |  |  |
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|  | **DESCRIPTION** | | | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  | *EcoLux Cream 30g* | | | *50* | *$2.99* | *$149.50* |  |
|  | *EcoLux Cleanser* | | | *10* | *$1.99* | *$19.90* |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  | Payment Instructions: | |  |  | **SUBTOTAL** | *$169.40* |  |
|  |  |  |  |  | **SHIPPING** | *$10.00* |  |
|  |  |  |  |  | **GST** | *$17.94* |  |
|  |  |  |  |  | **TOTAL** | ***$197.34*** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | |  |  | <payment terms> |  |
|  |  | Things you should know: This template is intended to provide general information of an educational nature only. It does not have regard to the financial situation or needs of any reader and must not be relied upon as financial product advice. Taxation considerations are general and based on present taxation laws and may be subject to change. You should seek independent, professional tax advice before making any decision based on this information. Commonwealth Bank is also not a registered tax (financial) adviser under the Tax Agent Services Act 2009 and you should seek tax advice from a registered tax agent or a registered tax (financial) adviser if you intend to rely on this information to satisfy the liabilities or obligations or claim entitlements that arise, or could arise, under a taxation law. Commonwealth Bank of Australia ABN 48 123 123 124 AFSL and Australian credit licence 234945. | | | | |  |  | | |  | |  | |
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