



A guide to invoicing

Proper invoicing is critical if you're a provider who works with NDIS participants. Invoices with all necessary components will be processed quickly and efficiently.

What to include in an invoice.

- **General details**—business name and logo (if you have one), Australian Business Number (ABN), phone number, email address, contact person's name, invoice date, and invoice number.
- **Payment information**—BSB and account number, account name, and an email address for remittance advice.
- **NDIS Service information**—Client name and NDIS number, service provided, description of the service, NDIS service code (contained in the NDIS support catalogue booklet), dates services were delivered, units or hours of service, unit price per service, line total and grand total of all services included on the invoice.

Tips for faster payment:

- Remember GST is not payable on most supports under the NDIS
- Know the NDIS price limits
- Set up service agreements with your clients
- Stick to a schedule
- Send your invoices in PDF format
- Use invoice numbers
- Understand an invoice is not a timesheet



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