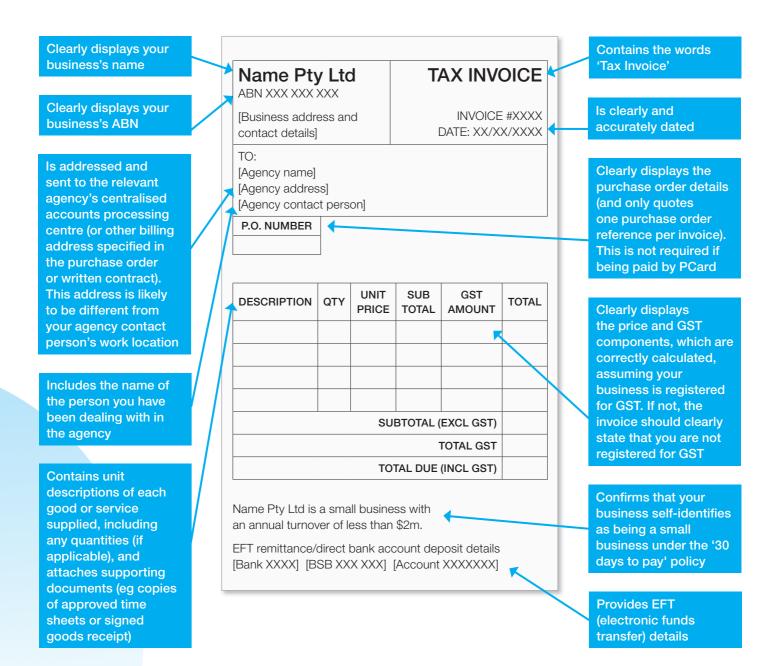


TEMPLATE BEST-PRACTICE INVOICE



Your invoices should also:

- comply with any other specific requirements (eg from terms of trade and/or purchase orders)
- reconcile with the confirmed delivery of goods and/or services supplied, and
- be sent promptly after the supply of the goods and/or services.

Important points

It is important to remember that a tax invoice which contains all these features may still not be a "correctly rendered invoice" under the '30 days to pay' policy, since the invoice still needs to be for work that is properly performed (that is, for goods received in good order and condition and/or for services satisfactorily carried out).

Each agency may also have its own additional or special requirements that need to be met when preparing or sending the invoice to the agency. Check with your agency contact person to see if you need to meet any special requirements.

