



TEMPLATE · 2026 EDITION · A4 PDF

NDIS Invoice Template

A compliant tax invoice for independent support workers. Includes every field plan managers and the NDIA need to pay you within 7 days.

FROM (YOUR BUSINESS)

Trading name
ABN
Address
Email · Phone

BILL TO (PLAN MANAGER OR SELF-MANAGED PARTICIPANT)

Plan manager / Participant name
Email
Participant: Full name
Participant: NDIS number

TAX INVOICE #

INV-0001

INVOICE DATE

DD / MM / YYYY

DUE DATE

+ 7 days

GST STATUS

GST-free

Shifts and supports

Date	Start	End	Hrs	Support item code	Rate \$/hr	Total \$
12/06/26	09:00	13:00	4.0	01_011_0107_1_1	70.23	280.92
13/06/26	14:00	16:00	2.0	04_104_0125_6_1	65.47	130.94
				Travel (labour) — 0.5 hr @ 70.23		35.12
				Travel km — 22 km @ \$0.99		21.78

Pay to

Account name: _____
BSB: _____ · Account #: _____
Reference: participant name + invoice #

Subtotal	\$ 468.76
GST	\$ 0.00
Total due	\$ 468.76