

Invoicing Details

For prompt payment, please ensure your email includes the following details:

Your business name

(including trading name if applicable) and your ABN

Bank, BSB & account details

Invoice date

Contact information for any invoice inquiries and sending remittance advices

Invoice number

Name of the participant and their NDIS number

(if known)

Dates of services provided

Number of hours/units provided

Service description including NDIS item code

(if possible)

Price per hour/unit in line with NDIS price guides

Invoice total including GST

(if applicable)