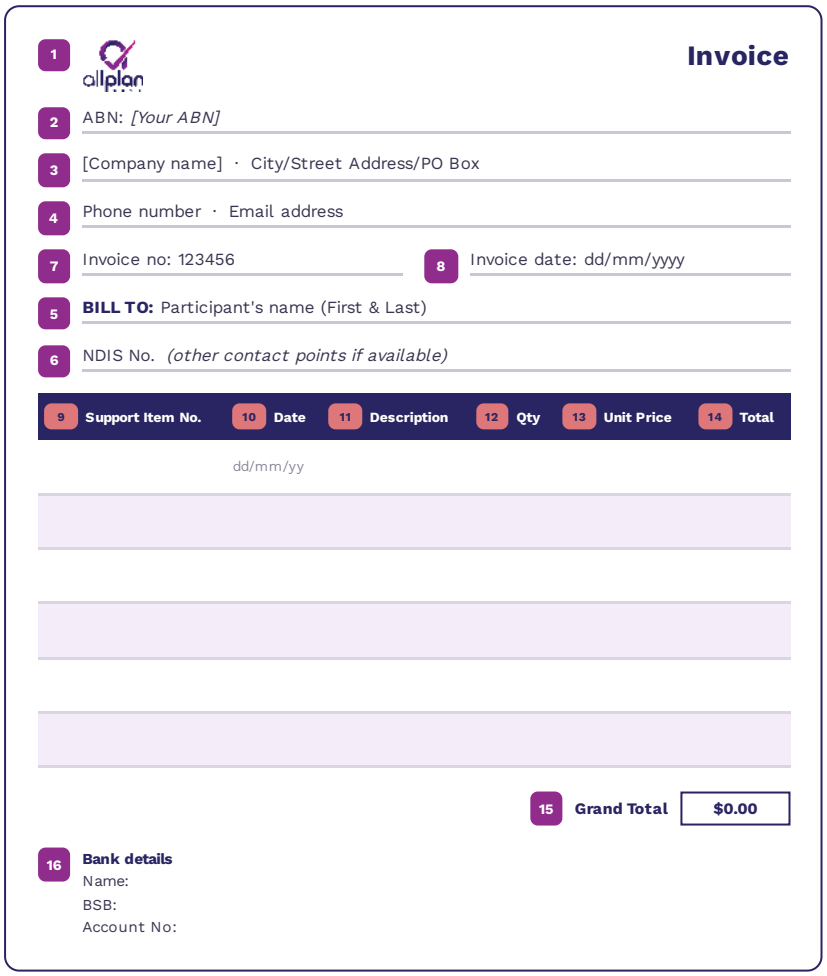
Invoice Checklist.

Invoice Requirements

As a provider, it's your responsibility to make sure your invoices are complete, accurate, and honest. By submitting an invoice for payment, you're confirming that the support or service you're providing is an approved NDIS support.

Learn more at **ourguidelines.ndis.gov.au/would-we-fund-it/what-does-ndis-fund**

Take a look at our invoice example below to help you set up your invoices for fast, efficient payments.



1. **Your company logo or name**
2. **Your ABN**
3. **Company name and postal address**
4. **Contact details**
   a. Phone number
   b. Email address
5. **Participant's first and last name**
6. **Participant's NDIS number and contact details if available**
7. **Invoice number**
8. **Invoice date**
9. **Support item number**
10. **Support date**
11. **Support description**
12. **Quantity**
13. **Unit price inclusive of GST**
14. **Total**
15. **Grand total**
16. **Your bank details**
    a. Name
    b. BSB
    c. Account number

We're here to help.

Our experienced team is available **Monday – Friday, 8:30am – 5pm (QLD time)**.

Call: **1300 634 776** | Email: **enquiries@allplanmanagement.com.au**

All Plan Management is a registered independent NDIS Plan Management provider.