



Number Street Name
City State Postcode
Tel: 12345678
Fax: 11223344
Email: email@email.com.au
ABN: 987654321

Friday, 8 October 2010

Tax Invoice No. 53

Me & Mrs Bean
82 Main Rd
Capital City, Top State, 4738

Attention: Fiona Flower

Reference: **2010-002 Swan Reach**
Tax invoice for Architectual services

Dear Fiona,

Services are charged on an hourly basis

Fee basis: Time charge basis at the following hourly charges:

- Director - \$180.00 per Hour, excluding GST
- Senior Architect - \$160.00 per Hour, excluding GST
- Architect - \$100.00 per Hour, excluding GST
- Graduate - \$70.00 per Hour, excluding GST
- Office Administrator - \$40.00 per Hour, excluding GST

PreDA

Person	Hours/Rate	Total
Alex Architect	32 hours @ \$100.00	\$3,200.00

DA

Person	Hours/Rate	Total
Dan Director	4.5 hours @ \$180.00	\$810.00

Disbursements	Total
A0 B/W	200
Travel by Company cars	90

SUB TOTAL	\$4,300.00
GST	\$430.00
TOTAL AMOUNT PAYABLE	\$4,730.00

Please call if you have any queries.

Yours sincerely

PAYMENT

Accounts are due and payable within xx days after they are rendered.

ELECTRONIC PAYMENT DETAILS

Account Name:

BSB:

ACCT.NO.: