

Sample Tax Invoice

The sample tax invoice below shows the information that is required on any invoice being sent to the Red Meat Profit Partnership (RMPP) for payment. Use this as a guide to ensure that you complete your invoices correctly, they contain the correct information and are supported with receipts as required. Following this template will ensure that payment is made on time, i.e. by the 20th of the month following the invoice date.

TAX INVOICE

Red Meat Profit Partnership General Partner Limited
Attention: rmpp@actionnetwork.co.nz
PO Box 715
Wellington 6140
NEW ZEALAND

Demo Co.

Invoice Date
18 Nov 2018

Invoice Number
INV-0042

Reference
2999

GST Number
111-111-111

Demo Co.
23 Main Street
Central City
Wellington 6001

odc@gmail.com

Description	Quantity	Unit Price	Amount NZD
RMPP Action Network Group: [insert Action Group number] Action Group Name: [insert Action Group name] Primary Contact Farmer: Joe Bloggs Facilitator: Jane Doe	1.00	1,000.00	1,000.00
Activity: EP1.3 31 October 2018 farm tour and understanding financial position/statements workshop, including pre/post workshop preparation and coordination of Subject Matter Expert			
Subject Matter Expert costs John Smith - Workshop on financial statements (2 hrs)	1.00	500.00	500.00
NB: A Subject Matter Expert must register themselves via the Beef + Lamb New Zealand website and agree to the RMPP Action Network terms and conditions (T&Cs)			
Venue hire/catering	1.00	80.0	80.00
Mileage - IRD approved rate (no GST)	100.00	0.76	76.00
		Subtotal	1,656.00
		TOTAL GST 15%	237.00
		TOTAL NZD	1,893.00

Due Date: 20 Dec 2018

Please include your bank account name and number 99-9999-9999999-99

- content that must be included on any invoice being submitted to RMPP for payment
- include if GST registered
- include if remittance is required
- required if the invoice is being submitted by a facilitator, not required if the invoice is being submitted by a subject matter expert
- include if disbursements are being invoiced. If they are, receipts must accompany the invoice (Note: purchases of alcohol cannot be claimed for)