

Valufield

SAMPLE

VALUFIELD RESOURCES · SAMPLE DOCUMENT

Sample tax invoice

for a valuation fee, with GST

The balance invoice for the valuation quoted in our sample fee quote: the ABN, the GST component, the link back to the signed quote, and two ways to pay. The last page shows what Valufield does with an invoice like this.

FIRM	INVOICE	PAGES	USE IT FOR
Harbourline Valuers Pty Ltd (fictional)	INV-00217, balance of quote Q-00142	3, including this cover	Checking your own invoice layout

SAMPLE

Harbourline Valuers

Harbourline Valuers Pty Ltd · ABN 00 000 000 000
Suite 4, 210 Example Parade, Bellbird Heights NSW 2999
(02) 0000 0000 · office@harbourline.example · harbourline.example

Tax Invoice

Invoice no. **INV-00217**
Issued **12 October 2026**
Due **19 October 2026**
Quote **Q-00142**

BILL TO

Priya Raman
c/- Daniel Okafor, Linden & Arkwright Lawyers
Level 3, 45 Sample Street
Bellbird Heights NSW 2999

FOR

Valuation of 14 Wattle Court
Bellbird Heights NSW 2999
Inspected 9 October 2026
Fee quote Q-00142, signed online 7 October 2026

DESCRIPTION	QTY	FEE EX GST	GST	AMOUNT
Short-form residential valuation report, family law. Balance of fee under quote Q-00142.	1	$400.00	$40.00	$440.00

Subtotal (ex GST)	$400.00
GST (10%)	$40.00
Total (inc GST)	**$440.00**

The total includes GST of $40.00.

AMOUNT DUE

By 19 October 2026. The report is released once this invoice is paid.

$440.00

How to pay

PAY BY CARD

Use the secure payment link in the email that came with this invoice. It opens a page where you can pay by card, and it also shows our bank details. [A card surcharge of x% applies.]

PAY BY BANK TRANSFER

Account name	Harbourline Valuers Pty Ltd
BSB	000-000
Account	0000 0000
Reference	INV-00217

Deposit of $440.00 received with thanks on 7 October 2026 (tax invoice INV-00211). Total fee under quote Q-00142: $880.00 including GST.

Harbourline Valuers Pty Ltd is registered for GST. Questions about this invoice: office@harbourline.example.

FOR THE FIRM · BEHIND THIS INVOICE

From signed quote to paid invoice

How an invoice like this one is made and paid in Valufield. Every step below is something the product does today.

1 The quote is signed online

The client signs quote Q-00142 from a link. A signed PDF with an audit page is kept.

2 A deposit invoice follows

The accepted quote becomes a deposit invoice without retyping anything.

3 The balance is invoiced

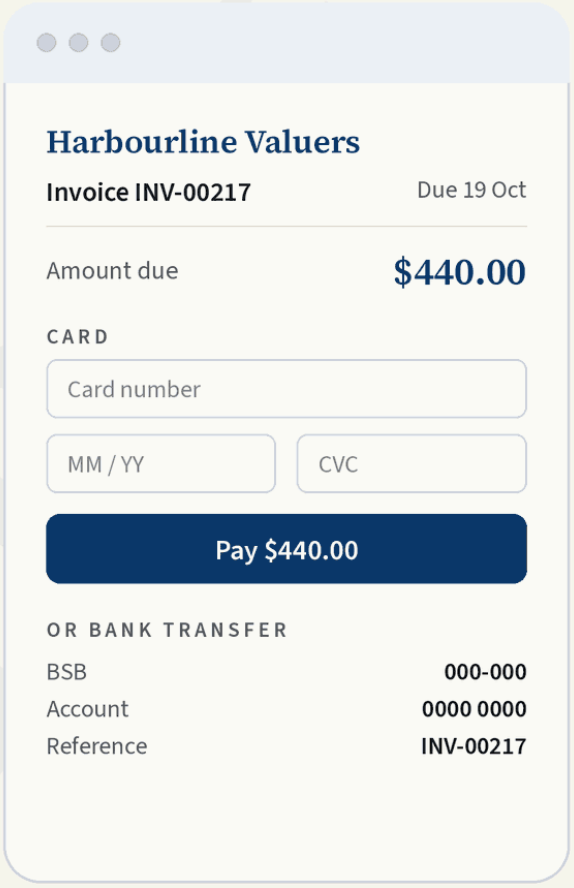
When the report is ready, you invoice the balance, which is this invoice.

4 The client pays

The invoice opens from the email with no sign-in. The pay page takes cards through your firm's own Stripe account, once you connect it, and shows your bank details.

5 Reminders stop when it is paid

Reminders go 3 days before the due date and 1, 7 and 14 days after, and stop once the invoice is paid.



The pay page, simplified for illustration

What this sample invoice shows

- The words Tax Invoice, the firm's name and ABN, and the date of issue.
- The client's name, and a reference to the signed quote it relates to.
- A description of the service, the quantity, the fee, the GST and the total.
- The due date and two ways to pay, with the invoice number as the payment reference.

CHECK THE RULES

Tax invoice rules are set by the ATO, and larger invoices need more detail about the buyer. Check the ATO's current guidance on tax invoices before you rely on any layout, including this one.