NDIS INVOICE

Template for providers billing NDIS participants, plan managers or related parties

Business name/Logo

Invoice number	
Invoice date	
Due date	

1. Provider / Supplier details

Business / trading name		**Bank account name**	
ABN		**BSB**	
Provider NDIS registration no.		**Account number**	
Address		**Payment reference**	
Email		Payment reference can be invoice number or agreed remittance reference.	
Phone			

2. Participant and billing details

Participant full name		**Plan Manager**	Enable Plan Management
Participant NDIS number		**Plan Management email for Inquiries**	plan.management@enablepm.org.au
Participant / nominee email		**Plan Management email for Invoicing**	enablepm@mail.cvstreamline.com
Participant address		**Phone**	(08) 8419 5330

3. Services delivered

Complete one row per support item/date range. Confirm prices against current NDIS Pricing Arrangements and your agreement before submitting.

Date(s)	Support item	Claim type	Description	Qty/hrs	Unit price	GST	Line total

More service rows continue on page 2.

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3. Services delivered - continued

Complete one row per support item/date range. Confirm prices against current NDIS Pricing Arrangements and your agreement before submitting.

Date(s)	Support item	Claim type	Description	Qty/hrs	Unit price	GST	Line total

Payment notes / remittance

Please include invoice number as payment reference.

Subtotal	$
GST total	$
Total due	$

4. Submission checklist

- [ ] Business name, ABN or supplier statement exemption included.
- [ ] Participant name and NDIS number completed.
- [ ] Support dates, item numbers, quantities / hours and prices entered.
- [ ] GST component shown if applicable, or invoice checked as GST-free where relevant.
- [ ] Bank details and total amount due completed.

Template note

This template is for invoice preparation only. Confirm GST, pricing, claim type and evidence requirements before issuing or approving invoices.

Each invoice should relate to one participant and include complete service details for each support delivered.