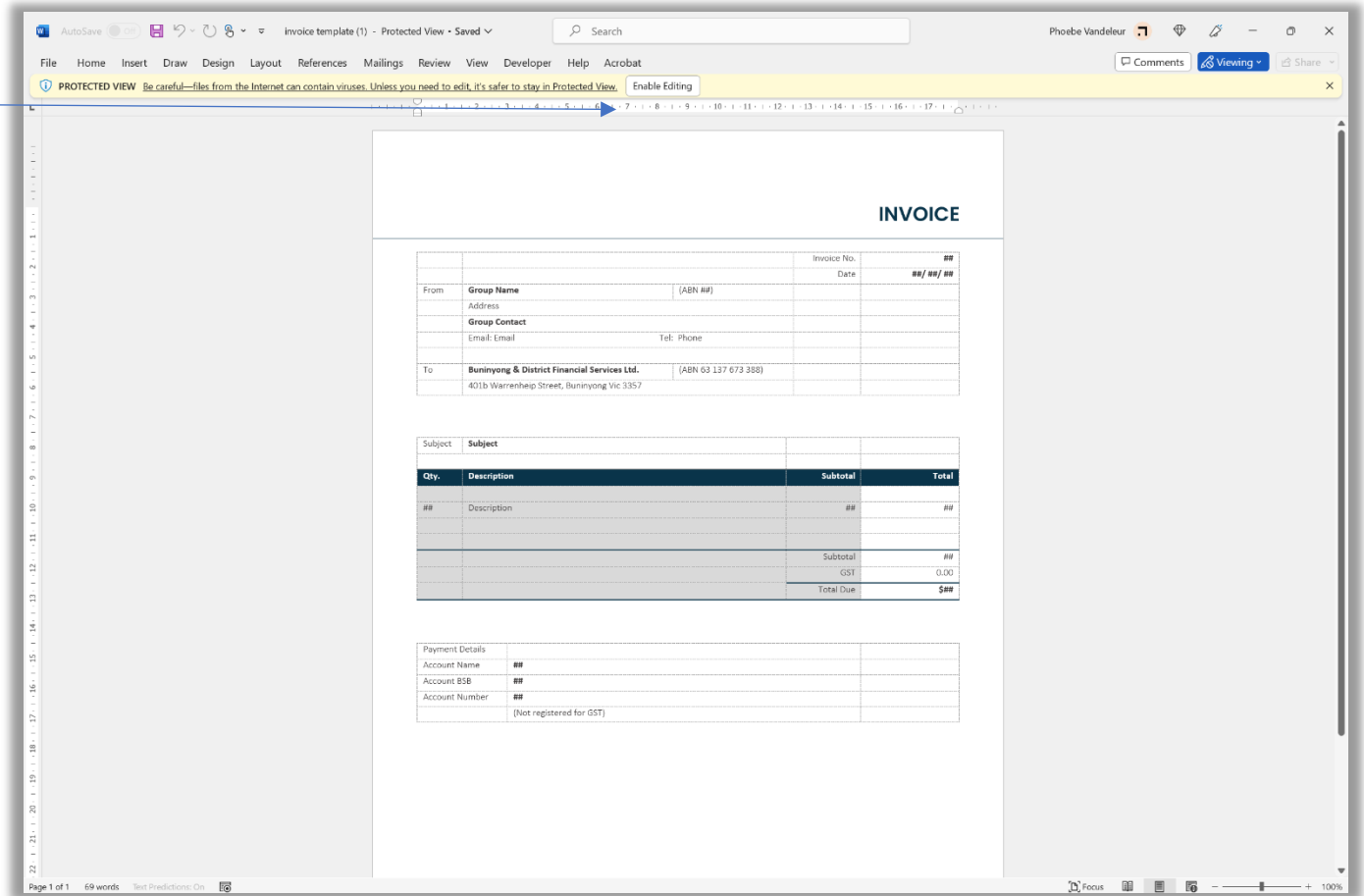


## Invoice Template Instructions

1. Download the Template and open it in Word.
2. Select **Enable Editing** from the panel below the menu bar.
3. Then tab through the fields and enter the appropriate information.
4. Select **File** from the drop down menu
5. Select **Save As Adobe PDF**



The screenshot shows a Microsoft Word window titled "invoice template (1) - Protected View - Saved". The ribbon includes File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Developer, Help, and Acrobat. A yellow bar below the ribbon contains a warning icon and the text "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." To the right of this bar is a button labeled "Enable Editing".

The invoice template content is as follows:

### INVOICE

Invoice No.	##			
Date	##/##/##			
From	Group Name	(ABN ##)		
	Address			
	Group Contact			
	Email: Email		Tel: Phone	
To	Buninyong & District Financial Services Ltd.		(ABN 63 137 673 388)	
	401b Warrenheip Street, Buninyong Vic 3357			

Qty.	Description	Subtotal	Total
##	Description	##	##
		Subtotal	##
		GST	0.00
		Total Due	##

Payment Details	
Account Name	##
Account BSB	##
Account Number	##
	(Not registered for GST)

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