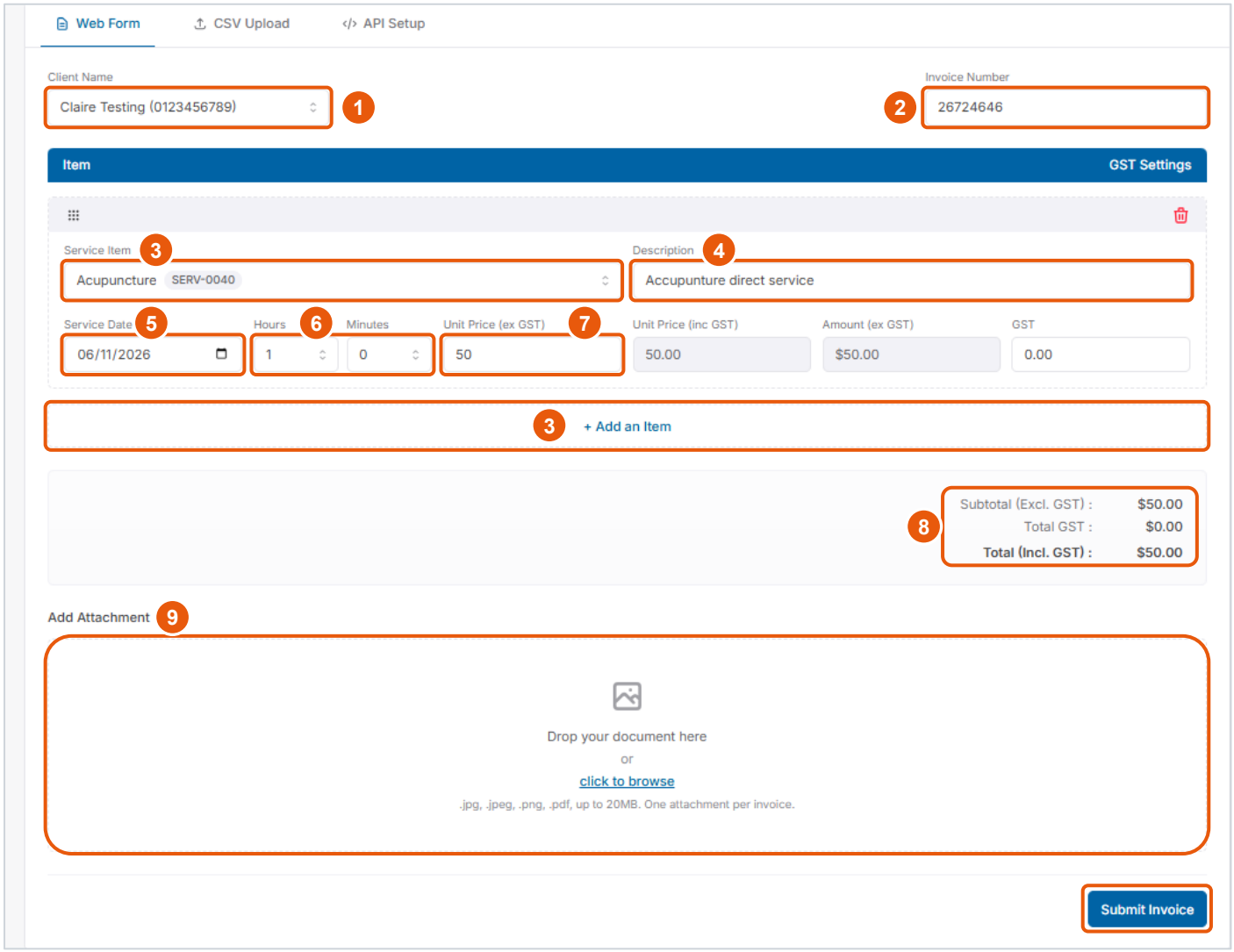
How to Submit an Invoice

Web Form - step-by-step guide. Numbers on the screenshot match the steps below.



1 Client Name
Select the client's name from the drop-down list.

2 Invoice Number
Update with your own invoice number, if you have one.

3 Service Item
Select the service item from the drop-down list. First time invoicing? Click "+ Add an Item" to select your service code and set up the GST type.

4 Description (compulsory)
Write a description of the service provided.

5 Service Date
Select the date the service was provided.

6 Hours / Minutes
Enter the time spent on the service.

7 Unit Price
Fill out the white Unit Price (ex GST) field. The grey fields calculate automatically.

8 Check the Total
Double-check the Total (Incl. GST) is the amount you expect to be deposited into your bank account.

9 Attachment
Upload your own invoice if you have one (.jpg, .jpeg, .png or .pdf, up to 20MB). Otherwise, we will generate a PDF for you based on the information provided.

All done? Click **Submit Invoice** at the bottom right of the form.