



Recipient Created Tax Invoice

Sold by/Vendor
[School's Name]
[School's Address]
[School's ABN]

Invoice Date
31 Jan XXXX

Reference
RCTI-XXXX

Created by/Purchaser
Community Hubs
Australia Limited
Level 31, 367 Collins St
MELBOURNE VIC 3000
44 671 083 883

Description	Quantity	Unit Price	GST	Amount
Federal Funding - January to June XXXX	1.00	XXXX.XX	10%	XXXX.XX
State Funding - January to June XXXX	1.00	XXXX.XX	10%	XXXX.XX
			Subtotal	XXXX.XX
			Total GST 10%	XXXX.XX
TOTAL Price includes GST				XXXX.XX

The GST shown will form part of the total GST payable by the supplier on the business activity statement (BAS) for the relevant tax period.

Written Agreement

The recipient and the supplier declare that this agreement relates to the above supplies. The recipient can issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement. The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.