



Invoicing - NDIS

To make sure that P2P can pay your NDIS invoices on time please make sure that all invoices have the correct information.

Please include the following on all invoices:

- Business or the Person's Name and Contact Details
- Business or the Person's ABN number
- Invoice number
- Invoice Date
- The name of the participant (person supports are provided to)
- The date and description of the support provided
- The NDIS item code (if known)
- Amount of hours provided
- Hourly rate
- Total amounts - please check these are correct.
- Bank Account Details

Handwritten invoices that are clear and easy to read are acceptable, as long as all relevant information is included.

Please email all invoices to ndisfinance@p2pqld.org.au and keep a copy for your records.

Thank you – NDIS Finance team