

Helping P2P Pay Your Invoices



INFORMATION TO INCLUDE

- Business or the Person's Name and Contact Details
- Business or the Person's ABN number
- A unique invoice number
- Participant's name (person supports are provided to)
- The date(s) service was provided
- Description of support (or NDIS item code if known)
- Number of hours provided
- Hourly rate
- Total amounts - please check these are correct!
- Bank Account Details

OTHER TIPS

- Our preferred format for all files is PDF.
- Please provide the participant's NDIS number if you can
- Please check your calculations are correct.
- We accept handwritten invoices that are clear and easy to read.
- The NDIS does not allow payment in advance, we can only make a payment after the service is delivered.



**PLAN
MANAGEMENT**

**PLEASE SEND INVOICES TO
ndisfinance@p2pqld.org.au**