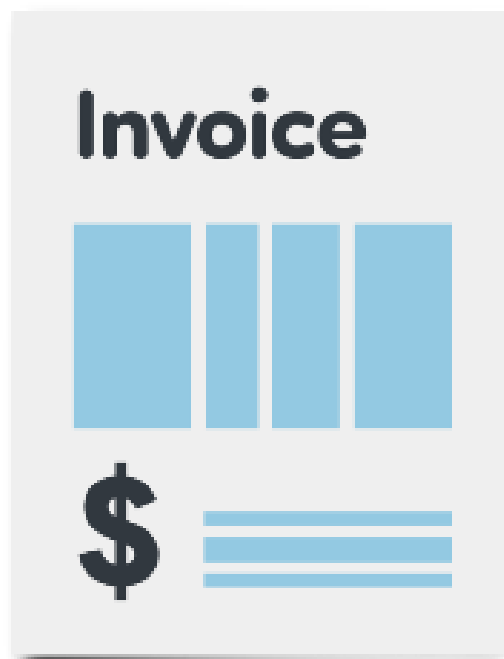




A guide to invoicing



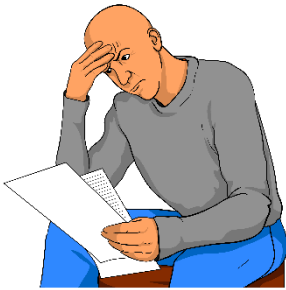
Published: March 2025

Before you start



This is a long document.

It can be hard for some people to read a document this long.



Some things you can do to make it easier are:



- read it a few pages at a time
- set aside some quiet time to look at it
- have someone read it with you to support you to understand it.

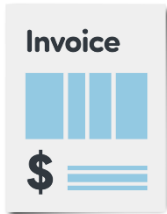


What you will find in here

Page number:



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Page number:



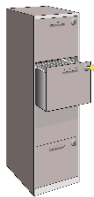
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What is this document about?



This Easy Read is by Taha Hotu.



Taha Hotu is:

- led by disabled people
- part of Arts Access Aotearoa.



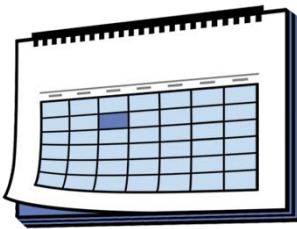
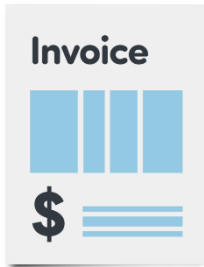
When we say **we** in this Easy Read we mean Taha Hotu.



We work to support Deaf and disabled artists.



This Easy Read document is about how to write an **invoice**.

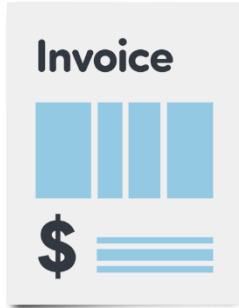


An **invoice** is a document you send to someone you have done work for.

It tells them things like:

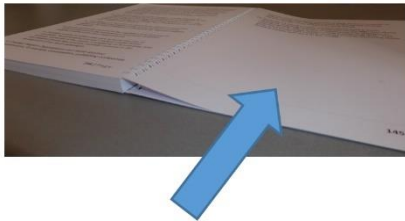
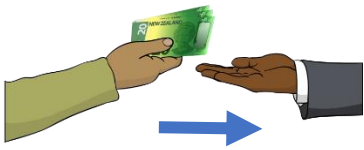
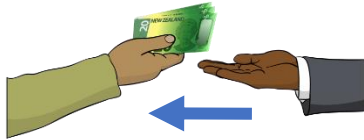
- what work you have done
- how much they need to pay you
- when they need to pay you by.

What is an invoice for?



Invoices are a good way to record your:

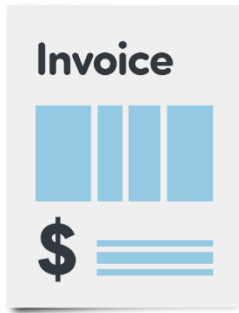
- **income** which means the money you get
- **expenses** which means the money you spend.



You can find out more about expenses on page 23.



Many organisations need you to send them an invoice so they can pay you.



Sending someone an invoice is called **invoicing**.

Invoicing for your artwork helps to show people that artists like you should be paid for your work.



Invoicing also makes sure that people value:



- you
- your work.



It can be easy not to do your invoices because it is:

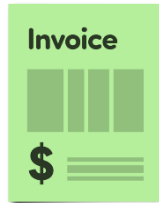
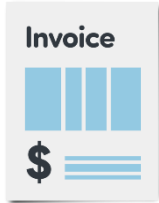
- new
- boring.





Invoicing is important because it is how you will get paid for your work.

Different kinds of invoicing



There is more than 1 way of invoicing.

Each place you work for will have a different way of doing things.



If you are finding invoicing hard to do the place you are working for should:

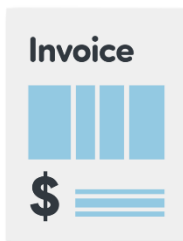
- support you to finish your invoice
- change how they need you to invoice.



Tools for invoicing



We have a **template** you can use to get started with invoicing.



An invoice **template** is a document that has been made for you to fill in with all your invoicing information.

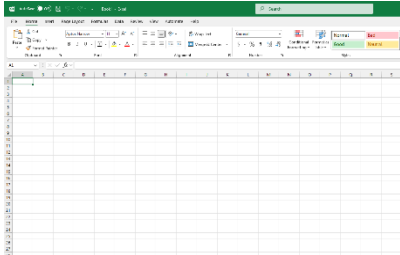
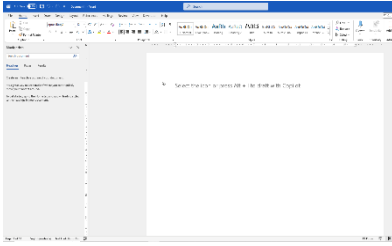


You can change this template to fit what you need.

You can find this template at:



[https](https://)

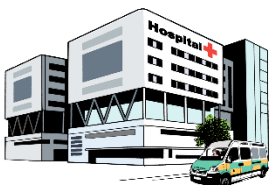
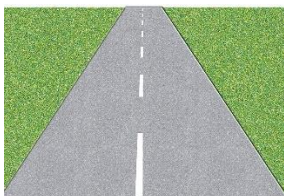
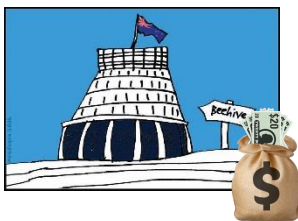
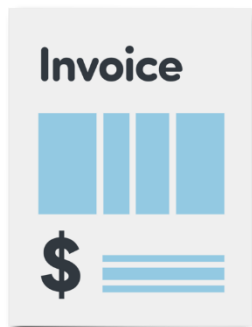


You can also make your own template using:

- document programs like Microsoft Word
- **spreadsheet** programs like Microsoft Excel
- **digital accounting services** like:
 - Xero
 - Hnry.

A **spreadsheet** is a file on a computer that lets you:

- add information you need
- sort the information
- use the information to do different things.



A **digital accounting service** is an online tool that you use to do things like:

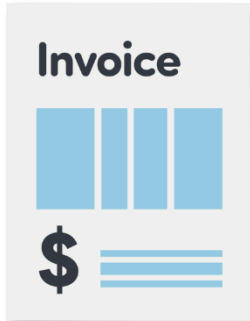
- see how much you spend
- see how much you earn
- send invoices to people you work for.

It is important to keep your own copies of your invoices for when you do your **taxes**.

Taxes are money you pay to the Government each year to help keep things in Aotearoa New Zealand working like:

- roads
- education like schools
- healthcare like hospitals.

What your invoice will need

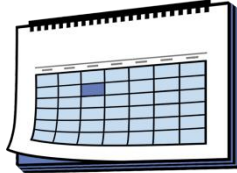


There are things you need to write on every invoice you send.

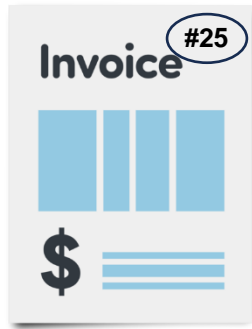


This makes sure everyone has the information they need.

Your invoices will need:



- the date you sent the invoice
- the date the invoice needs to be paid by
- how much money needs to be paid
- an **invoice number** you have not used before.



An **invoice number** is written on an invoice to make it easier to keep track of payments.



You should make sure your invoices are numbered in order so you can find them easily.

Your invoices will also need:



- your **bank account details**
- your full address
- the full address of the person / company you are invoicing called the client



- your **IRD number.**

Your Bank

Account name: John Smith
Number: 12-2345-6789012-345



Bank account details means:

- the name on your bank account
- the number of the account you want money sent to.

This does **not** mean the number / password you use to log in to your online banking.



Inland Revenue
Te Tari Taake

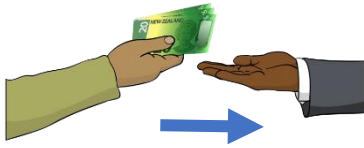


An **IRD number** is a special number from the **Inland Revenue Department**.

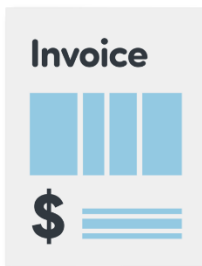
It is used to track things like your taxes.

Anyone who lives in Aotearoa New Zealand can get an IRD number.





The **Inland Revenue Department** is the government agency who makes sure everyone in Aotearoa New Zealand pays the right amount of tax money.

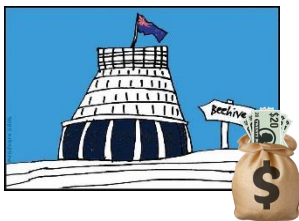


Your invoice will also need:

- your **GST** number if you are **GST registered**
- the amount of GST to pay if you are GST registered.



GST means **Goods and Services Tax**.



\$60,000

Goods and Services Tax is the tax added to most:

- things sold in Aotearoa New Zealand
- services sold in Aotearoa New Zealand like work by tradespeople.

The business / person selling the goods / services collects the tax for the Government.

Being **GST registered** means a business is signed up to collect GST on its sales.

A business must sign up to collect GST if they earn 60 thousand dollars or more in a year.

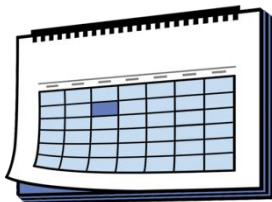


Your invoice will also need to include details about:

- what you sold

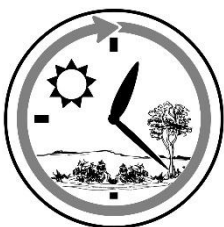
or

- what service you are being paid for.



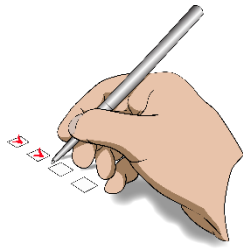
The details you need to have on your invoice are things like:

- the date you sold your goods / services
- how many / much you sold
- how much each thing cost
- how many hours it took you.



Try to get the information you need for invoicing as soon as you can.





This will make it easier for you to get your invoice done.

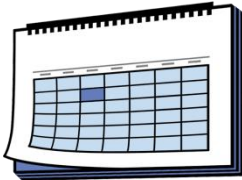


Send your invoice as soon as you can once you have finished a job.

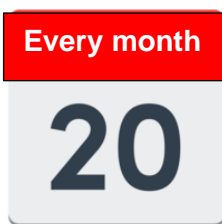


This will make sure the person / organisation you are invoicing remembers to pay you.

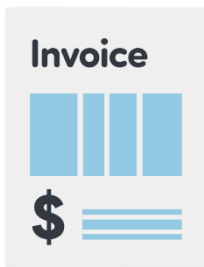
Getting paid



Most organisations pay the invoices they are sent once a month.



This is often on the 20th day of the month.



Some people find it hard to work with monthly:

- invoicing
- payments.



If you find this hard you might be able to talk to the organisation you are working with about being paid differently.

You can ask to be paid through:



- a lump sum
- multiple payments.



A **lump sum** is when you get paid the full amount of money for the work you have done in 1 payment.



Multiple payments is when you are paid:

- over more than 1 payment
- in smaller amounts.



You need a plan for how you will **follow up** if you do not get paid on time.



To **follow up** a payment means to contact the client to:

- tell them you have not been paid yet
- ask them to pay you.

Some ways you can follow up a payment are by:

- sending an email reminder
- using a digital accounting service that sends reminders.

Invoicing for expenses



You can charge money for:

- money you have to pay to do the work called **expenses**
- materials you need to do the work like wood / paint.



The client should agree to pay these costs when you are talking about the work with them.



You need to keep any:

- invoices for expenses / materials
- receipts for expenses / materials.

Invoicing for access costs



Your client may agree to cover **access costs** for the work.



Access costs are costs you need to pay so that you can do your work in a way that is accessible to you.



Access costs can be things like:

- NZSL interpreters
- support people.



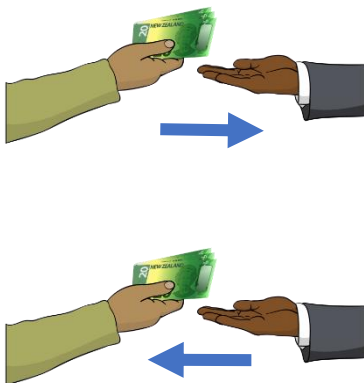
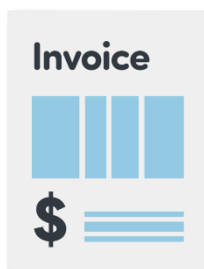


If your client agrees to cover access costs you need to find out if:

- they have a **reimbursement process**

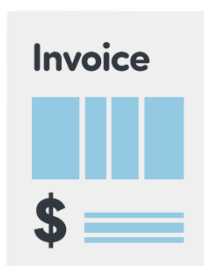
or

- if you need to write the access costs in your invoice.



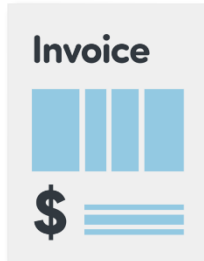
A **reimbursement process** is where:

- you pay for the access costs
- the client pays you back the money you spend on the access costs.



If you need to add them to your invoice you should add a line for access costs.

Invoicing for GST

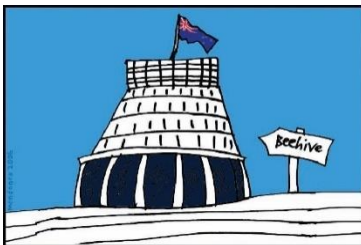


If you are registered for GST you will need some GST information on your invoice.



You will need to put on your invoice:

- your GST number
- the **GST rate**
- the cost of GST.



The **GST rate** is the **percentage** of the money you charge that you need to:

- collect from the person paying you
- pay to the government.



%

Percentage is a way to measure a number out of 1 hundred.

The symbol for percentage looks like this: %.



15%

The percentage for GST is 15 percent / 15%.

15 percent means that for every 1 hundred dollars you make you must pay 15 dollars in GST.



The amount of money for GST changes with how much you charge for your work.

Amount \$

GST

Action Add GST
 Subtract GST

Subtotal: \$0.00
GST Amount: \$0.00
Grand Total: \$0.00

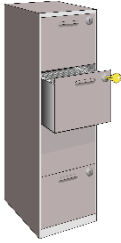
You can make it easier to work out how much GST you need to charge by using a GST calculator.



You can find a good GST calculator on the MoneyHub **website** at:

<http://bit.ly/4iaQE0B>

Keeping records



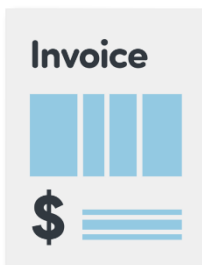
It is important to keep records for when you:

- tell the government how much you have earned
- pay your tax.

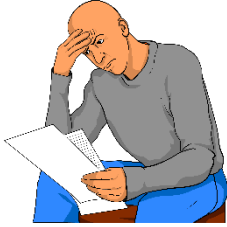


You will need to keep a copy of any:

- receipts
- information about expenses
- invoices you:
 - are sent
 - send.



More information about your taxes



If you need more information about what you need to do for your taxes you can talk to:



- an accountant who is someone who does taxes for people as a job



- the IRD.



Taha Hotu / Arts Access Aotearoa cannot give you any **financial advice**.



Financial advice means someone telling you what they think the best thing to do with your money is.

Tips from a disabled person / crip hacks

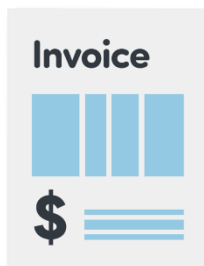


A **crip hack** is a tip from a disabled person that can make doing something easier for other disabled people.

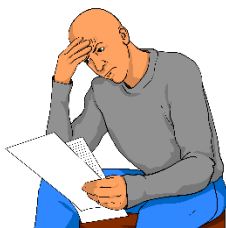


Katie has been doing some invoicing.

She says:



“Invoicing can be **complicated** but I have **streamlined** the process by finding a template I like and that is **accessible** for me.”



Complicated means hard.

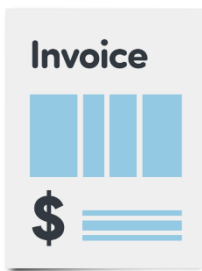


Streamlined means doing things to make something faster.



Accessible means something is made so that it can be used by everyone.

She also says:



“Whenever I need to do an invoice I use a copy of the same one and just update it.

That way I don’t have to start new each time.”

More information



You can find more information on the Taha Hotu website at:

<https://tahahotu.org.nz>



You can also get in touch with us by:

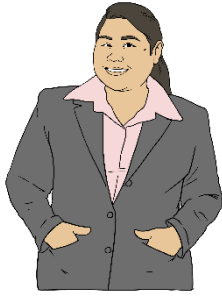
- phone on:

04 802 4349

- email at:

tahahotu@artsaccess.org.nz





These are some website with useful information for running a business.



These websites are **not** in Easy Read.

You can find more about running a business on the government business **website** at:



<https://www.business.govt.nz/>

You can find more about being **self-employed** on the Connected **website** at:



<https://bit.ly/3DrfkSU>



To be **self-employed** means you:

- work for yourself
- choose your own hours
- get money from the work you do.

You can find more about New Zealand Business Numbers on the NZBN **website** at:

<https://bit.ly/4fUNcpm>

Amount \$	<input type="text" value="0.0"/>
GST	<input type="text" value="15%"/>
Action	<input checked="" type="radio"/> Add GST <input type="radio"/> Subtract GST
<input type="button" value="Calculate"/>	
Subtotal:	\$0.00
GST Amount:	\$0.00
Grand Total:	\$0.00

You can find a GST calculator to work out the GST on what you are selling on the MoneyHub **website**:

<https://bit.ly/4iaQE0B>



You can find the digital accounting assistant Hnry at the Hnry **website**:

<https://hnry.co.nz>



Make it Easy
Kia Māmā Mai



This information has been written by Taha Hotu.

It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.

People First NZ
Ngā Tāngata Tuatahi



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