



ABN | 41396335326

## Payments to models for courses and workshops - Guide to submitting a Tax Invoice

Thank you for the service you are providing to Canberra Art Workshop.  
In order to pay you we need two things:

1. At the conclusion of your session, **fill in the paper Timesheet form** in the red Forms folder on the counter at Studio B, have it signed by the course or workshop tutor and place it in the Completed Forms folder. These forms are collected once per week.

2. **Provide a Tax Invoice to Canberra Art Workshop** for payment. A template for a Tax invoice is available for downloading on the Canberra Art Workshop Website through a QR code or in PDF form, or it can be sent to you by email.

Send your invoice by email to [canberraartworkshop@gmail.com](mailto:canberraartworkshop@gmail.com) as soon as possible after your session.

If you set up your own invoicing method it will need to contain the following:

Date of invoice  
Your full name  
Address  
Mobile number  
Email address  
ABN if you have one.  
Whether registered for GST  
Date of modelling service, which course or workshop you worked for  
Number of hours  
Total Price Includes GST

### **Bank details:**

Name of account  
BSB  
Account Number

Invoices to be sent to [canberraartworkshop@gmail.com](mailto:canberraartworkshop@gmail.com)  
Payment will generally be made twice per month, once in the first week and once in the third week.

Questions regarding payment can be sent to Merrilyn Fitzpatrick, currently Treasurer of Canberra Art Workshop, at [canberraartworkshop@gmail.com](mailto:canberraartworkshop@gmail.com)