



Plan Management  
Registered NDIS Provider

## INFORMATION FOR PROVIDERS

### Our Business Details:

Name: Click Plan Management  
ABN: 69 638 508 960  
NDIS Registration No: 4050075873  
Address: PO Box 5357, Redan Vic 3350  
Phone: 1800 571 171

Click Plan Management is dedicated to ensuring that providers are paid promptly. In order for this to occur and help us with this process if you could please follow the instructions below when forwarding invoices to us.

Please send invoices to our dedicated accounts email address below

[invoices@clickplanmanagement.com.au](mailto:invoices@clickplanmanagement.com.au)

On page 2 we have provided an invoice template which we ask you to follow and ensure all information is included on your invoice.

If you have any concerns relating to your accounts we can be contacted as below:

Email: [click@clickplanmanagement.com.au](mailto:click@clickplanmanagement.com.au)

Or

Phone: 1800 571 171

*Thank you for your assistance*

# EXAMPLE ONLY

## COMPANY NAME

Address:

ABN:

Phone:

Email:

## TAX INVOICE

INVOICE NUMBER:

DATE:

## Invoice to:

Click Plan Management  
PO Box 5357  
Redan Vic 3350

## Participant:

Participant's Full Name:

NDIS Number of Participant:

| DATE | DESCRIPTION | NDIS SUPPORT CODE | QUANTITY / HOURS | UNIT PRICE | GST                 | TOTAL PRICE |
|------|-------------|-------------------|------------------|------------|---------------------|-------------|
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            |                     |             |
|      |             |                   |                  |            | GST                 |             |
|      |             |                   |                  |            | Total Amount        |             |
|      |             |                   |                  |            | Outstanding Balance |             |

## BANKING DETAILS

Account Name:

BSB:

Account Number:

Ref: Invoice No

Please email all remittances to: [company@company.com.au](mailto:company@company.com.au)