

Invoice Template Checklist

A quick guide to producing invoices for your business

Invoices are really quick and easy to put together but getting it wrong can mean delays in you getting paid

Have you given the document a title?



This may seem like stating the obvious but if its not clear what the purpose of the document is it may go astray and you may not get paid on time.

Client Name
Client Address



Have you included your logo?



This is your brand identity and will enable your clients to easily identify your invoices from all the others.

Invoice

Invoice Number	Invoice Date	Order Number	Customer Account Number
12345	01/04/2015	987654a	Client Name & No.

Invoice Details

Monthly fees for services provided

Are you being clear as to what the invoice is for?



Whatever you do you must be as explicit as possible. Include an invoice number and date as well as any other applicable information.

Breakdown the costs and remember to include any additional fees such as delivery charges.

Sub Total	£1,000.50
VAT @ 20%	£20.10
Delivery Charges	£25.00
Total Payable	£1,045.60

Our Payment Terms: 30 days from the date of this invoice.

Bank Account Details:

Please make all cheques payable to My Company Ltd.

BACS Details: My Company Ltd. Account Number: 123456789. Sort Code: 01-02-03

Have you let your clients know how and when to pay you?



It's vital you list your business account details on your invoice including your account number and sort code. If you accept different payment methods, state this.

Its also essential you clearly state your payment terms.

My Company Ltd, Main Street, Hightown, HT1 HN2. Registered in England, No. 444444.

VAT Number: 123 4567 89.

Web address:mycompanyltd.com

Do you have any special offers you want to shout about?



And lastly an invoice is a great way to let your clients know about any special offers you have or to let them know about the other services you provide.

But remember be brief and to the point and include a telephone number/email address for any enquiries.