

Invoice Guide

Your Company Name,
Address, Telephone,
and Email

Client Contact,
Company name,
Address,
Postcode

Date of invoice

Invoice number (in bold or big)

Reference (only if you have one – such as a purchase order number)

Description:

What you are billing for (e.g freelance design services)
and the dates you worked

It's a good idea to show how you calculated the cost for
each item – show the agreed rate you worked at and how
many multiples (hours/days/weeks) of that you're billing for

Enter a
cost for
each item
on the left

Total (in bold or big)

Add a total even if you only have one item in the boxes
above – it keeps your invoices consistent and helps people
find the amount to be paid easily

**Total
Cost**

Statement about whether VAT applies if you are a limited company

Details of who cheques should be made payable to and when payment
is expected (30 days usually)

Notes or special information

Always put things in here if you think more information will make
your client's life easier – you want to get paid quickly don't you?!

If you are a limited company enter your registered number and registered address here as small print

Sample Invoice

Your Company

Address Line

Address Line

Address Line

Postcode

Tel 00000000

email@address

Mr J Smith
Creative Agency Co.
Address Line 1
Address Line 2
Address Line 3
Postcode

6 February 2009

Invoice 001

Reference line (optional)

Description

Itemised description of work at £0 per hour/day/week:

2 – 6 February 2009:

0 hours/days/weeks

£0.00

Total

£0.00

VAT is not applicable.

Please make cheques payable to Company Name. Payment is required within 30 days from date of invoice.

Notes

For example, specific projects worked on.