

Invoice templates

Example of an invoice template for services:

Your logo

Your business name, address, phone, web address – could also go at the bottom of the page

Registration number if a Limited Company – could also go at the bottom of the page

VAT number only if VAT registered – could also go at the bottom of the page

Invoice number – needs to be unique

Include a reference or Purchase Order number if given by client

Invoice to:

name

business name

full address

Date of invoice

Description of your services offered

Each with separate price/fee

You might want to include deadlines or hours worked

Any additional charges e.g. transport or materials

Total

£

Payment terms: usually 30 days from date of invoice

Payment info: bank details, account number, sort code, or details for cheques.

IBAN number for international transactions

Example of an invoice template for products:

Your logo

Your business name, address, phone, web address – could also go at the bottom of the page

Registration number if a Limited Company – could also go at the bottom of the page

VAT number only if VAT registered – could also go at the bottom of the page

Invoice number – needs to be unique

Include a reference or Purchase Order number if given by client

Invoice to:

name

business name

full address

Date of invoice

Date/Place of order: e.g. at Top Drawer trade show on 17 September 2013

Quantity	Product reference	Product description	Amount	Total amount
e.g. 6	e.g. MugBLUE	e.g. Blue mugs with floral design	e.g. £ 5	£ 30.-
e.g. 12	e.g. C&SGREEN	e.g. Cups & saucers with animal design	e.g. £ 12	£ 144.-
		Subtotal:		£ 174.-
		Postage & Packaging:		£ 23.50
		Total due:		£ 197.50

Payment terms: 30 days from date of invoice

Payment info: bank details, account number, sort code, or details for cheques.

Your IBAN number for international transactions