

# INVOICE

## David Thomas Media (or other headed notepaper)

Client's address goes here  
*Make sure it goes to the person who processes payments (not necessarily the person who gave you the work)*

Your address  
 (tel): 123 4567  
 (mobile): 123 4567  
 Email: [you@yourbusiness](mailto:you@yourbusiness)  
[www.yourbusiness](http://www.yourbusiness)

Tax point and invoice date: ← \_\_\_\_\_  
 Purchase Order Number (supplied by the client if required):  
 Vendor number (supplied by the client if required):

Places the transaction on specific date

Invoice number: nnnnn ← \_\_\_\_\_  
 Fees due for ... (describe the work in a way which makes it clear what you're being paid for - clear to you **and** the client)

Must be different for every invoice (with consecutive numbering if you're VAT registered)

Fee as agreed		£0.00
Expenses		£0.00
Sub-total		£0.00
VAT @ 20% <i>(only if you are VAT registered)</i>		£0.00
<b>Total Due</b>		<b>£0.00</b>

VAT must be shown on separate line, along with the rate charged. Don't forget your VAT reg number.

VAT REGISTRATION NUMBER: 123 4567 89

**BACS Transfer preferred:** Sort code: 10-20-30  
 Account number: 98765432  
 Name of Account: Your business

**Please make cheques payable to "[The name of your account]"**

State your terms clearly...

**Prompt payment is always appreciated / Terms strictly 30 days**

This phrase always sounds rude to me!

This amount is payable in full 30 days from the date of issue of this invoice

*Please note: [Your business name] understands and will exercise its statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms. For more information on late payment legislation please see: [www.payontime.co.uk](http://www.payontime.co.uk)*

\_\_\_\_\_  
 [Your business name and address]  
 Owner: [Your real name] | VAT reg number: 123 4567 89

If you are a sole trader using a business name you have to put your own name on all stationery.