

Preparing an invoice

'HOW TO' GUIDE

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If your business means you are selling customers a product or a service, and both you and the customer are registered for VAT (Value Added Tax), you will be required to provide them with an invoice by law.

When preparing invoices, there are some key pieces of information that must be included:

- The word 'invoice' on the document
- A unique identification number
- Your company name, address and contact information
- The company name and address of the customer you are invoicing
- A clear description of what you're charging for
- The date the goods or services were provided (supply date)
- The date of the invoice
- The amount(s) being charged
- The amount of VAT if applicable
- The total amount owed

If you are a sole trader, you must also include:

- Your name and any business name being used
- An address where legal documents can be delivered to you if using a business name

For limited companies, you must state the full company name as it appears on the certificate of incorporation, which is the document you receive once you have registered your limited company.

In addition to legal requirements, it is advisable to add preferred payment details and payment terms to make payments as easy as possible.

Useful websites for invoicing templates:

- [Office.com](#)
- [Invoice home](#)
- [InvoiceBerry](#)

