

INVOICE

Electrician invoice template

Invoice number

Invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

ELECTRICIAN DETAILS

Site address, if different from billing address

Certificate reference

VAT treatment

Materials, itemised

Part P notification reference, where applicable

Labour with hours and rate

Variations from the quoted price

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Subtotal£

Total due£

HOW TO PAY

Bank name

Account name

Sort code

Account number

Payment reference — use the invoice number

Payment terms — e.g. 14 days from invoice date

Before you send it: what a electrician invoice must show

- ☐ **Site address, if different from billing address**
Landlords and letting agents bill centrally for work at many properties.
- ☐ **Materials, itemised**
Cable, accessories, consumer units. Not a single "materials" figure.
- ☐ **Labour with hours and rate**
Including any second visit or return trip.
- ☐ **Certificate reference**
EIC, minor works or EICR number tied to this job.
- ☐ **Part P notification reference, where applicable**
The customer's proof that notifiable work was registered.
- ☐ **Variations from the quoted price**
Extra work found on site, described and priced separately.
- ☐ **VAT treatment**
Note that some work qualifies for a reduced rate, which is worth checking rather than defaulting to 20%.

Where this one goes wrong

- ☐ **Certificate and invoice not cross-referenced**
Two unlinked documents are much harder to use as evidence years later, when it matters most.
- ☐ **Variations folded into the total**
A final figure above the quote with no explanation is the most common cause of a withheld payment in the trades.
- ☐ **Assuming 20% VAT always applies**
Certain residential work, including some energy-saving installations and qualifying renovations, attracts a reduced rate. Applying the standard rate by default can overcharge the customer.