

INVOICE

Invoice template for Excel

Invoice number

Invoice date

Tax point — if different to invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

VAT registration number

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

DESCRIPTION	QTY	UNIT PRICE (£)	VAT %	AMOUNT (£)

Subtotal£

VAT @ 20%£

Total due£

HOW TO PAY

Bank name

Sort code

Payment reference — use the invoice number

Account name

Account number

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

Before you send it: what a excel invoice must show

- ☐ **Quantity, unit price and line total**
Line total as a formula, never typed. Typing it defeats the point of using a spreadsheet.
- ☐ **A subtotal row**
SUM across the line totals only. Anchor the range so inserting a row does not leave it behind.
- ☐ **VAT row, if registered**
Calculated from the subtotal, not from each line, or rounding differences accumulate.
- ☐ **Grand total**
Subtotal plus VAT, formatted to two decimal places.
- ☐ **Invoice number cell**
Keep it as text, not a number, so leading zeros survive.
- ☐ **A second sheet as your log**
Number, date, client, net, VAT, total, date paid. This is what turns the file into a record.

Where this one goes wrong

- ☐ **Rounding per line instead of on the total**
Rounding each line then summing gives a different answer to summing then rounding. Round once, at the total, and the invoice will match what the client calculates.
- ☐ **Formulas broken by inserted rows**
A SUM(B2:B8) does not always grow when you insert at row 8. Use a table, or leave a blank spacer row inside the range.
- ☐ **Invoice numbers losing leading zeros**
Excel treats 0042 as 42. Format the cell as text before you type, or your sequence will look inconsistent across a year.