

INVOICE

Google Docs 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

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 google docs invoice must show

- ☐ **Everything a paper invoice needs**
Number, both addresses, dates, line items, total, terms, bank details.
- ☐ **A template copy, not the original**
Use File then Make a Copy for each invoice so the master stays clean.
- ☐ **Restricted sharing**
The master should be private. Nothing about invoicing needs "anyone with the link".
- ☐ **Downloaded as PDF to send**
File, Download, PDF Document. The link is for you, the PDF is for them.

Where this one goes wrong

- ☐ **Sending the share link**
The client sees a document that can change, and if permissions are loose they can change it. It also breaks the moment you tidy your Drive.
- ☐ **Editing the master each month**
Version history means the old invoice is technically recoverable, but nobody wants to reconstruct an invoice from revision history during a payment dispute.
- ☐ **Assuming the client can open it**
Some corporate networks block Google Drive entirely. A PDF attachment always arrives.