

INVOICE

PDF 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 pdf invoice must show

- ☐ **Selectable text, not a scan**
A photographed or scanned invoice cannot be searched or parsed by the client's finance system, which slows payment.
- ☐ **A sensible filename**
Something like invoice-0042-acme-ltd.pdf. "Document1.pdf" gets lost in an inbox.
- ☐ **All the standard invoice fields**
Number, both addresses, dates, line items, total, payment terms and bank details.
- ☐ **One page where possible**
Multi-page invoices need the invoice number and a page count repeated on every page.

Where this one goes wrong

- ☐ **Exporting as an image**
Some "print to PDF" paths rasterise the page. The result looks right but the text cannot be selected or read by software, which is a real obstacle for larger clients.
- ☐ **Fonts substituting on export**
If the PDF is generated on a machine without your font, the layout shifts. Embedding fonts, or generating the PDF server-side, avoids it.
- ☐ **Password protecting it**
It feels careful and it is genuinely counterproductive. Accounts payable will not chase you for a password, they will park the invoice.