

INVOICE

Self-employed 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 self-employed invoice must show

- ☐ **Your name and any trading name**
If you trade as something other than your own name, show both: "Jane Smith trading as Smith Joinery".
- ☐ **Your address**
A real correspondence address. This is a legal requirement for a sole trader, not a formality.
- ☐ **The client's name and address**
The business being billed, spelled as it is registered.
- ☐ **A unique invoice number**
Sequential. It is how both of you refer to this specific piece of work later.
- ☐ **Date issued and date of supply**
When you sent it, and when the work was done.
- ☐ **Clear description of the work**
Enough that someone who was not there can tell what was bought.
- ☐ **Amount due and payment terms**
A specific due date, plus how to pay.

Where this one goes wrong

- ☐ **No company number, and that is correct**
Sole traders do not have one. Inventing a reference or borrowing a UTR onto the invoice creates confusion rather than credibility.
- ☐ **Showing VAT when not registered**
Charging or displaying VAT while unregistered is a serious problem, not a presentational one. If you are not registered, there is no VAT line at all.
- ☐ **"Payment on receipt" as terms**
It is not a date, so it cannot be late, which makes it very hard to chase. Give a specific due date instead.