

INVOICE

VAT invoice template

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

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 vat invoice must show

- ☐ **A unique sequential number**
Gaps and duplicates are both problems on a VAT invoice specifically.
- ☐ **Your business name, address and VAT number**
The VAT registration number is mandatory and is the field most often left off.
- ☐ **The customer's name and address**
The registered entity, not a trading style.
- ☐ **Time of supply (tax point)**
Often the invoice date, but not always. It decides which VAT period the sale falls in.
- ☐ **Date of issue**
Shown separately from the tax point where they differ.
- ☐ **Description, quantity and unit price per item**
Excluding VAT, per line.
- ☐ **Rate of VAT per item and total excluding VAT**
Different lines can carry different rates, so the rate belongs on the line.
- ☐ **Total VAT in sterling and gross total**
Even for a sale in another currency, the VAT amount must be shown in sterling.

Where this one goes wrong

- ☐ **Omitting the VAT number**
The single most common reason an invoice comes back. Without it the document is not a valid VAT invoice.
- ☐ **Confusing tax point with invoice date**
A deposit taken before the work is done can create an earlier tax point, which moves the sale into a different VAT quarter.
- ☐ **One VAT rate applied to a mixed invoice**
Zero-rated and standard-rated items on the same invoice need their rates shown per line, not blended.