

This is the basic information that you should include on your invoice.

1. Your business name and address details
2. The name and address of the company you are invoicing, along with a contact name if you have one.
3. A unique invoice number should be clearly quoted. This can be either alpha or numeric or a mixture of both.
4. A date for the invoice (which will generally be the date on which the invoice is created)
5. A Purchase Order Number – this is obtained before any goods/services are started. I.e. PPEDUC192061P
6. A Breakdown of the products/services that you have provided to include a description of items/services and costs.
7. The total amount of the invoice broken down into net value amount of VAT and Gross value shown separately.
8. Your contact details i.e. contact name, telephone and email address
9. Details on how to pay, including bank account details for BACs / online payments.

If you are VAT registered you must also include:

10. Your VAT Registration Number

Finally, if you are a registered Limited company, you must include:

12. Your Company Number
13. Your full registered company address.