

Second Home's Guide to Writing an Invoice.

Writing an invoice is not as hard or as scary as it seems. An invoice is a straightforward document which states how much someone owes you, and where they should pay it to. That is literally it.

In this document, we've included a few exemplary invoices within this resource. You can download an invoice template on our website.

Further notes on invoicing.

When sending across an invoice, it's a good idea to send a read receipt to ensure your intended recipient has received your email on time. That way, there's no dispute over issue date and payment date.

Keep on top of your invoices! I hate a messy desktop but I keep my issued, unpaid invoices on my desktop until they are paid. This reminds me to chase them up when they are late.

If you have stated any further late payment fees in your contract, you may wish to include this information on your invoice also.

Check before you chase. If you're unsure if an invoice has been paid, check before you chase up the payee. This saves you time and any potential misunderstands between you and the recipient. If you're sure they haven't paid, don't be afraid to chase them up. If they don't respond, try another contact within the company if you have one, or hit up their social media. It's important not to panic at this stage - your initial point of contact may be out of office or not receiving your emails.

If there is still no response, you are within your rights to send a final request for the money before pursuing legal action.

Guide to creating an invoice

THIS IS JUST A GUIDE. YOU CAN CHANGE THE FORMAT OF THE INVOICE TO SUIT YOUR BRANDING GUIDELINES AS REQUIRED

YOUR LOGO

INCLUDE A DATE OF ISSUE TO ENSURE INVOICE IS PAID ON TIME

DATE OF ISSUE

NAME OF PERSON OR COMPANY BEING INVOICED
123 ADDRESS
ABERDEEN
AB00 0AB

YOUR NAME / COMPANY NAME
YOUR ADDRESS
ABERDEEN
AB00 00AB

THIS IS GOOD TO INCLUDE FOR ANY INVOICING QUERIES FROM THE CLIENT

YOUR NUMBER OR EMAIL

INVOICE {INVOICE NUMBER}

AMOUNT DUE

{NUMBER} X NAME OF SERVICE OR GOODS PROVIDED £{AMOUNT}

{NUMBER} X NAME OF SERVICE OR GOODS PROVIDED £{AMOUNT}

INCLUDE THE QUANTITY IF REQUIRED

TOTAL INVOICE AMOUNT TO BE PAID
{THE NUMBERS ABOVE ADDED TOGETHER}

TOTAL AMOUNT DUE

£{TOTAL AMOUNT}

INVOICE TERMS:
PAYMENT BY BACS WITHIN 7 DAYS OF RECEIPT PLEASE.

ACCOUNT DETAILS:

NAME ON ACCOUNT {BUSINESS OR PERSONAL}
ACC NUMBER
SORT CODE
BANK

SOME BANKS ASK FOR THIS INFORMATION FOR FRAUD CHECKS SO IT'S HANDY TO INCLUDE IT

THANK YOU.

Example of a completed invoice



SECOND HOME STUDIO + CAFE

01/02/2022

MR NAMENAME
123 SOMETHING ROAD
ABERDEEN
AB00 0AB

SECOND HOME STUDIO + CAFE CIC
39 HUNTLY STREET
ABERDEEN
AB10 1TJ

HELLO@SECONDHOMEBERDEEN.COM

INVOICE {INVOICE NUMBER - 002/2022}	AMOUNT DUE
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4 X ART TUITION ON 01/01/2022 AT £10PP	£40
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4 X ART TUITION ON 20/01/2022 AT £10PP	£40
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TOTAL AMOUNT DUE	£80
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INVOICE TERMS:
PAYMENT BY BACS WITHIN 7 DAYS OF RECEIPT PLEASE.

ACCOUNT DETAILS:

SECOND HOME STUDIO + CAFE CIC {BUSINESS ACC}
83-15-14
00204434
RBS (QUEENS CROSS BRANCH)

THANK YOU.