Invoice

Sole trader invoice

INVOICE NUMBER	
INVOICE DATE	
DATE OF SUPPLY	
PAYMENT DUE	

FROM (YOUR NAME)

BUSINESS NAME, IF YOU USE ONE

ADDRESS FOR LEGAL DOCUMENTS

PHONE AND EMAIL

VAT NUMBER, IF VAT REGISTERED

BILL TO

COMPANY NAME, IF A BUSINESS

ADDRESS

PHONE AND EMAIL

THEIR REFERENCE OR ORDER NUMBER

Description	Qty	Unit price	VAT rate	Amount

ACCOUNT NAME

ACCOUNT NUMBER

SORT CODE

PAYMENT REFERENCE

Subtotal	
VAT	
Total due	

PAYMENT TERMS

1. Please pay by the due date, by bank transfer to the account above, with the invoice number as the reference.
2. Business customers: if payment is late, we may claim statutory interest and fixed compensation under the Late Payment of Commercial Debts (Interest) Act 1998.

NOTES

Checklist

What a UK invoice must include, from GOV.UK. Last checked 14 October 2026.

EVERY INVOICE

- A unique identification number
- Your company name, address and contact information
- The company name and address of the customer you're invoicing
- A clear description of what you're charging for
- The date the goods or service were provided (supply date)
- The date of the invoice
- The amount or amounts being charged
- VAT amount, if applicable
- The total amount owed

SOLE TRADERS ALSO SHOW

- Your name and any business name you use
- An address where any legal documents can be delivered to you, if you use a business name

A FULL VAT INVOICE, IF YOU'RE VAT REGISTERED

- A sequential number that uniquely identifies the invoice
- The time of supply (tax point)
- The date of issue, if different from the time of supply
- Your name, address and VAT registration number
- Your customer's name and address
- A description that identifies the goods or services
- For each description: the quantity or extent of the work, the VAT rate and the amount excluding VAT
- The unit price
- The total amount payable, excluding VAT
- The rate of any cash discount offered
- The total amount of VAT, in sterling

A SIMPLIFIED VAT INVOICE (£250 OR LESS INCLUDING VAT)

- Your name, address and VAT registration number
- The time of supply (tax point)
- A description that identifies the goods or services
- For each VAT rate, the total amount payable including VAT, and the VAT rate

Sources: gov.uk/invoicing-and-taking-payment-from-customers and gov.uk/guidance/vat-guide-notice-700 (section 16). This is general guidance, not legal or tax advice.