

Invoice Sheet

Write an invoice by hand when you need one, in a layout that leaves room for whatever your country requires rather than assuming a set of fields.

A blank invoice: who it is from, who it is to, what was supplied, and how it is to be paid.

THE REQUIREMENTS ARE LOCAL, SO THE FIELDS ARE BLANK

What a document like this has to show — business details, tax numbers, wording, how long to keep it — differs by country and by what you sell. Check what applies to you and fill in the blank lines accordingly. This sheet states no requirements and prints no tax rate.

From — business or your name

Invoice number

Date

Your address and contact

Your reference number, if you have one

To — customer

Their order or reference

Date supplied

Their address

SUPPLIED

Description	Qty	Unit price	Amount

Label these yourself — subtotal, any tax, total	Amount

How to pay

Due by