

UK Invoice Checklist for Small Businesses

Create invoices with confidence - for freelancers, sole traders and small businesses. poundkit.co.uk

Invoice details

- ☐ Unique invoice number
- ☐ Invoice date
- ☐ Payment due date
- ☐ Description of goods or services
- ☐ Total amount due

Business information

- ☐ Business name
- ☐ Business address
- ☐ Contact details
- ☐ Company registration details (if applicable)

Customer information

- ☐ Customer name
- ☐ Customer address
- ☐ Customer contact details

VAT invoice

- ☐ VAT registration number
- ☐ VAT rate
- ☐ VAT amount
- ☐ Net amount
- ☐ Gross amount

Payment information

- ☐ Payment instructions
- ☐ Bank details
- ☐ Payment terms

Based on official UK guidance. Check GOV.UK for your circumstances.

This checklist is for general information only and does not replace professional accounting advice.

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