

How to create an Invoice

- **From:** Who is this invoice coming from? Be sure to include first and last name (or full company name), a mailing address and at least a contact phone number (probably an email, too).
- **To:** Who are you billing? Just like the “From” section, include the full name of the person or company you are billing, their mailing address, and a phone number for contact. Also include social security or tax ID number, and any other relevant information. This way, when a customer sends you a payment, you'll know exactly whom it's from.
- **The amount due.** This is obvious, but be sure to include a detailed account of the amount due. This means line items. If you provided eight stuffed turkey vultures for a client, you need to write out the value of each stuffed turkey vulture, and then total the final amount.
- **Description of the goods or services provided:** Alongside the amount due, include a detailed account of what the customer is paying for. If you simply put “stuffed bird,” the client may not know that the invoice is coming for the turkey vultures, because your client purchases a lot of stuffed birds.
- **The payment due date.** This is one of the most important steps, as you need to know when to expect your payment for your accounts receivable.
- **The date of the invoice.** This shows customers when the purchase was made and the “grace period” for payment (this grace period can be anywhere from 15-30 days).
- **Always keep a copy of the invoice for yourself** and proof of sending it to your client (whether this is through email, fax, mail, etc.). You want to rule out any risk of the client claiming they didn't receive your invoice.

Donald's Stuffed Birds
725 5th Ave, New York, NY 10022
Tel (212) 832-2000
Tax #:

INVOICE #343

10.8.2016

BILL TO

SHIP TO

INSTRUCTIONS

Beau Obama
1600 Pennsylvania
Ave.
Washington, DC

Same as recipient

Contact: 555-324-1776

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	Stuffed Turkey Vultures	\$200.00	\$400.00
1	Stuffed Parakeet	\$125.00	\$125.00
3	Stuffed White Swans	\$300.00	\$900.00

SUBTOTAL \$1425.00

SALES TAX (7%) \$99.75

SHIPPING &
HANDLING \$150.00

TOTAL DUE BY
11.8.2016 **\$1674.75**

Thank you for your
business!