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Please find attached our invoice

Whether you are running a small business or working as a freelancer, you will eventually need to create an invoice to bill your clients or customers. A professional invoice can be created using a word processor in less than half an hour. The invoice header should contain the name of your business, if you have one, or your name and the word "invoice" in large letters. If you have a logo also include that. It should be clear at first glance that this is an invoice from you. Beneath the header, include the date the invoice was sent and a unique invoice number. Include your name, address and a telephone number the client can call with questions about the invoice. Also include the client's name and the contact information you have for him. Create a table to itemize the service or products for which you are billing. If you bill by project, include the name and description of the project at the top of the table. The table should include columns for the date of each item, description of the item, rate and total cost for that item. Be as clear as possible in describing each item for which you are billing. At the bottom of the table, give a subtotal, any applicable tax added and a total. Bold the subtotal and final total so they stand out from the rest. Include a space beneath the table for you to sign all printed invoices. Also include the terms of payment if relevant. Tips Many word processors include invoice templates you can use as a starting point. Save a blank template version of your invoice to reuse in the future. Always keep a copy of any invoices you send to clients. For business owners with online companies, it makes no sense to bill customers with anything besides an invoice email. Even owners of brick-and-mortar businesses are finding email invoices a great improvement over the traditional mailed paper version. The average person checks his email about 15 times a day, and about two-thirds of people check as soon as they roll out of bed in the morning. This gives your invoice a priority place in their mind over any paper bill that arrives days later in their mailbox. In most cases, this can result in quicker and more consistent payments across the board. If you've billed customers by mail in the past, you may have a hard time seeing the advantages of switching to online billing. In the first place, paperless billing is better for the environment, saving millions of trees from destruction plus countless gallons of fuel in mail-delivery vehicles. If being green is important to your customers, online billing can impress them with your dedication to the environment. In addition to this obvious benefit, there are many other advantages to online billing. Sending online invoices is much cheaper. Instead of paying for paper, envelopes and stamps, you simply send a digital message over the internet. Digital invoices can be more secure. Regardless of the horror stories of business hackers, it's still as easy for thieves to steal from your mailbox as it is your email. It gives your customers options. They can pay bills while out of town, in the middle of the night or in any other situation that's convenient for them. Emails are much more timely than paper mail. If you want to contact a client, you can do so instantly instead of waiting days for an envelope to be delivered. Paperless billing allows you to streamline your entire business process. It's possible to fit all of your office information and programs into a single laptop or tablet, making your business truly portable. PayPal is a money-transfer business designed to be an electronic alternative to checks and money orders. Its early roots began in 2000 and grew rapidly enough to enable a public offering in 2002. The popularity of eBay and other sites that enable small businesses to thrive made PayPal the perfect financial partner for countless small business owners. Today, PayPal allows financial transfers between people or between businesses and individuals. Users can send and receive funds through the PayPal interface, allowing people to send money online without giving their financial information to strangers. As the financial go-between for millions of transactions, PayPal can make invoicing and bookkeeping much easier than with individual invoice options. In order to use PayPal for sending invoices, you'll need to set up a business account on the site. Once your account is approved, which generally takes a day or two, you can create and send invoices from your desktop or from the app on your mobile device. PayPal will email the invoice to your customer with a payment link, and your customer can pay using her PayPal account or her debit or credit card. PayPal allows you to customize your invoices with company logos and information, making this a professional-looking option for even the smallest business. Depending on your financial savvy and business needs, you can find a wide variety of invoice companies that fit in with your billing plans. These companies offer different pricing levels depending on the type of perks they include, and all of them have at least a basic invoice template for you to use. Invoicely is one of many companies offering a free basic version for you to try. Their basic version allows you to send unlimited emails with no time limit, but it's short on the bells and whistles the more expensive plans include. Go up a level or two, and you can add features like recurring statements, taking payment in other forms besides PayPal and more than basic branding. Due is almost universally regarded in the top five of all online invoice services. They're known for their over-the-top security, which is a bonus for any small business. They offer international payment processing, payments through debit or credit cards and their own secure digital wallet system. Due even offers a mini booklet on invoicing for freelancers and other small-business owners. SimplyBill boasts that it's the easiest invoice system online. They offer around 40 different invoice templates for a variety of business types as well as the ability to include tax rates in your invoices. This is key if you're selling products across the country. Each invoice has a tracker that tells you when the customer has opened it, and their spreadsheet program gives you a great snapshot of your business from month to month or year to year. As one of the least-expensive invoicing options online, SimplyBill only costs \$5 a month for their basic plan after a two-week free trial. Wave is unique not in their services but in their pricing structure. They offer all of their invoicing services for free. You can create and send invoices from their site, including recurring bills and those for monthly payment plans. Invoices are completely customizable to give them a professional look. You can even invoice on the go with their app. The only time you're charged with Wave is when you accept payments through them. They offer credit card and bank transaction services through their website and charge a percentage of your invoice as a transaction fee. For those who bill specifically through PayPal or other means, though, the Wave invoice can be an attractive alternative. While sending invoices through email may seem like the most natural thing to do for most businesses, there can be disadvantages to eliminating the old paper-billing method. In the first place, many businesses prefer to have a paper copy of all transactions for their records. While you can print out emails to save to your files, asking your clients to do the same can be seen as an imposition for some people. Using online invoices can result in a lower rate of payment. It can be easier for your bill to slip customers' minds if they don't have an actual piece of paper in hand as a reminder. Cut down on this danger by implementing a system of reminder emails when payments are late. Electronic payments generally arrive quicker than those sent through the mail, but that's only if your customer sees your invoice. All email systems have spam filters built in that catch and trash unfamiliar and unwanted emails. If your invoice gets caught in a spam filter, the odds are that your customer will never see it. You can reduce the chances of this happening by asking them to add you to their approved address list, but it can still happen. Using online invoices to bill customers can result in quicker payments, but you may pay a price with transaction fees. Your bank or financial institution probably doesn't charge you a fee when you deposit a check, but all online financial services charge a percentage for transferring money from a customer's account to yours. You can write off the fees as a cost of doing business, but it's something you'll have to consider when deciding whether to use online invoicing. c-George/Stock/Getty Images By: Fred Decker Reviewed by: Michelle Seidel, B.Sc., LL.B., MBA Updated January 22, 2019 Some businesses can operate successfully on a cash-only basis, but that model is pretty hard to sustain once you get past the mom-and-pop stage. It's especially difficult if you sell to other businesses who often don't expect to pay in advance for their purchases. Instead, you'll create an invoice for your product, which your customer will later pay. During the time between the invoice being issued and the customer paying it, it's described as an open invoice for accounting purposes. It's relatively simple to keep track of an open invoice and change it to a closed one if it's cleared with one single payment in full. It's a bit more complicated if you make or receive partial payments on the same invoice over a period of time. The basic process of posting to the accounts payable ledger if you're the customer, or the accounts receivable ledger if you're the vendor, remains the same. The difficulty lies in making sure the cumulative total of payments is correct, once you've calculated any interest penalties, and that they're assigned to the right invoice. Some third-party services and software products, such as the aptly named OpenInvoice.com, automate and streamline this process. It's not uncommon for businesses with lots of open invoices to experience transient cash flow problems while waiting for those invoices to be paid. In those situations, some businesses turn to the option known as invoice discounting. A third party advances money to the vendor against an outstanding invoice in exchange for a percentage once the invoice is collected. Responsibility for collecting payment remains with the vendor. This can be a useful tool in a time of need, but it eats into your margins, so you'll want to carefully weigh your short-term needs against your long-term profitability. An invoice is an itemized document that lists all work completed for a client during a period along with each service's price. An invoice also contains contact information, payment terms and sometimes other notes. To create an invoice, make space for a header, provide a detailed itemized table and include footnotes at the bottom if needed. This article is for business owners who want to know how to create an invoice for completed work. If you're familiar with the basics of small business accounting, then you know that signing a new client doesn't mean you'll get their cash right away. If anything, you might have to wait several weeks or months before the money in your company's accounts receivable hits your business's cash account. And if you don't send invoices for your work, you might never get that money. Neglecting to send invoices can delay your clients' payments since, often, clients need to receive invoices to trigger their payment processes. Since your clients likely record invoices in accounts payable upon receipt and pay according to their in-house pay schedule, your clients may miss or ignore payments without invoices to trigger their pay processes. Fortunately, sending invoices is easy. Below, we'll walk you through how to create an invoice. What is an invoice? An invoice is an itemized document listing and detailing the prices of all products and services a client has purchased from your company during a given period. Once your client receives your invoice, they must pay the invoice within the period specified in your terms and conditions. Without invoices, small businesses like yours would likely have a far tougher time pursuing client payments and receiving them on time. Invoices also double as records of your work for a client, and this record can be useful for accounting purposes, renegotiating terms with a client or even if you're facing an IRS audit. Your clients can likewise use invoices for recordkeeping and accounting. Key takeaway: An invoice is an itemized document containing all work you performed for a client during a period alongside the prices you're charging for each line item. What is included on an invoice? You should include the following in your invoices: The date of the invoice The name, address, phone number and email address of both your company and your client A unique invoice number or identifier Payment terms such as net 30 or a specific payment deadline An itemized list with a unit price, quantity and total price for each item A clearly stated total invoice value Key takeaway: An invoice contains the business basics of your completed work for a client alongside payment terms. How to create an invoice It's one thing to know what you should include in your invoice, but it's another to present this information in a manner that your clients can easily understand and act upon. You can make sure your invoice is fully comprehensible by taking the following steps: 1. Add a header Your invoice should begin with a header that includes the invoice date alongside contact information for both your company and your client. Often, your business information will be on the left-hand side and that of your client will be on the right-hand side, but sometimes, your information can go atop your client's. 2. Designate an invoice number or identifier If the invoice you're sending is your first for a client, you can include "Invoice #0001" in your header (the extra zeros in the number prevent spacing changes if you reach thousands of invoices). Alternatively, you can set an identifier related to the service period, such as "Invoice #2021Q1" or "Invoice #FEB2021." Even if your invoice identifier specifies the period that your invoice covers, you should include an exact invoice date alongside the identifier as well. 3. Insert your itemized table The core of your invoice is your itemized table of services and prices. Here, you'll list each item and its quantity, rate per unit (which can be a price per item or an hourly rate) and total cost. At the bottom right of the table, you'll add each line item's cost and record the sum as your invoice's total value. You should either make sure this number is bolded or list it elsewhere as the total due in a large, obvious font. In some cases, you'll need to charge taxes as well. In your itemized table, you can also include the date or timeframe in which each line item was provided and detail what the indicated service encompasses. Doing so can help make your work and pricing more transparent to your client and possibly encourage faster payment. You can also facilitate payment by including more than one itemized table. For example, if you are providing services to your client both within their office and off-site, you can create one itemized table for each location. 4. Add footnotes Often, invoices are self-explanatory lists of services, quantities and prices, but sometimes, they can't tell the whole picture. For example, it might not be immediately evident that you're applying a discount to one of your line items. To clarify this discount, add an explanatory footnote at the bottom of your invoice. This way, your client knows that future invoices may display higher rates for the same work. If your invoice doesn't require clarifying footnotes, you can still add a thank-you note – a little gratitude can go a long way. Key takeaway: To create an invoice, start with a header, decide on a unique invoice identifier, fill out your itemized table and leave footnotes as needed. Sample invoice Now that you know how invoices work, it may be helpful to see one in action. That's why we've provided an example below. February 26, 2020 INVOICE #FEB2021 John Doe Bill To: Excellent Client, LLC 1 Times Square 1 Hollywood Boulevard New York, NY 10011 Los Angeles, CA 900451-800-111-2345 1-800-999-8765 john@MyCompany.com client@myclient.com INVOICE Project Quantity Rate per unit Project rate Service 1 10 \$200.00 \$2,000.00 Service 2 20 \$300.00 \$6,000.00 Service 3\* 15 \$150.00 \$2,250.00 Service 4 10 \$350.00 \$3,500.00 Service 5 5 \$200.00 \$1,000.00 Service 6\* 10 \$250.00 \$2,500.00 TOTAL DUE BY 3/31/2021 \$17,250.00 Notes: \* As previously discussed, we will no longer be offering service 3 starting next month. \* For service 6, a discount of \$50 per unit was applied. Thank you as always for choosing MyCompany! Invoice templates and generators Now that you know how to create an invoice and have seen a realistic example of one, you can start making your own using a template or generator. Below are five options: Invoice Home offers 100 different invoice templates ranging from standard designs to options with more eye-catching appearances. Invoice Simple offers three invoice templates that you can download as Word, Excel or other customizable files. Speaking of Word and Excel, Microsoft offers dozens of its own downloadable templates for both programs. FreshBooks offers several templates in Word, Excel, PDF or G Suite options. Canva offers hundreds of extensively customizable invoice templates that balance clear information with modern designs. Once you've chosen your template, just follow the above steps to create invoices that clients won't just understand, but will also act upon.

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