

# Anatomy of a SUCCESSFUL INVOICE

An efficient invoice can improve payment times considerably. But, what are the characteristics of a successful invoice?

## 10 characteristics of a successful invoice

1 Address the invoice to the most relevant person

2 Quote reference numbers

3 Provide a specific payment date

4 Describe the products or services provided

5 Clearly state payment terms

6 Provide IBAN number for overseas customers

7 Give details of acceptable payment methods

8 Provide contact details

9 Make reference to your late payment procedure

10 Say thank you



**Made Up  
PLUMBING**

### INVOICE

123 Example Avenue,  
London, N12 ABC

☎ 0800 000 1234  
✉ info@madeupplumbing.co.uk  
🌐 www.madeupplumbing.co.uk

  

FAO: Mrs Barbara Jones  
Accounts Payable Department  
Annexe Ample Ltd 1

12 Sample Street,  
Southampton,  
SO12 3ZY

Invoice number: 012345  
Account number: EX0123  
PO number: #00001 2

Invoice date: 01/01/2015  
Payment due: 31/01/2015 3

  

Quantity	Description	£ Unit Price	£ Net	VAT %	£ VAT
1.00	Sample service <span style="float: right;">4</span>	50.00	50.00	20.00	10.00

  

5 PAYMENT TERMS: 30 DAYS FROM INVOICE DATE

**Bank Details for Bacs Payment:**  
Example Bank PLC  
Sort Code: 00-00-01  
Account No: 01234567  
Account Name: Made Up Plumbing Ltd

IBAN: GB01EXAM00000101234567 6  
BIC: EXAMGB010123

Please make all cheques payable to: Made Up Plumbing Ltd 7

To pay by credit card please call 0800 000 1234

Total Net Amount: £50.00  
Total VAT Amount: £10.00  
Invoice Total: £60.00

  

8 If you have any questions about this invoice please contact  
Ann Example on 0800 000 1234 or annexample@madeupplumbing.co.uk

9 Late payment of this invoice will incur charges as stated in our Terms and Conditions of Sale,  
which we enclose with this invoice.

10 Thank you for your custom!

  

Registered office: 123 Example Avenue, London, N12 ABC
Company Number: 01234567
Vat: 123 123456

Plus, don't forget to



Proofread for any mistakes



Send it promptly to avoid delays



Save a copy for your records



Check it has been received with a quick courtesy call



Chase it up when the invoice exceeds terms

Hilton-Baird  
Collection Services

For more credit control tips and guides please visit

[www.hiltonbairdcollections.co.uk](http://www.hiltonbairdcollections.co.uk)