UK Invoice

Your business name and address

Bill to

Invoice number

Issue date

Due date

Time of supply (tax point), if different from the issue date

Your VAT registration number (if VAT-registered)

Registered company name, company number and registered office (limited companies)

Business name and address for legal documents (sole traders using a business name)

VAT rate and net amount for each line

Total excluding VAT

Rate of any cash discount offered

Total VAT in sterling

Zero-rated or exempt items shown with no VAT and a separate total

Description	Quantity	Unit price (excl. VAT)	VAT rate	Net amount

Currency

Net total by VAT rate

VAT total by rate

Total including VAT

Payment instructions

Notes and references

UK Invoice / InvoiceQuickly. Printable blank form: fill it in by hand and work out the totals yourself. Regional or document certification is not implied.