10

Invoice

A legal document

1 As a legal document it must comply with minimum requirements

2 It should reflect house style and look similar to the letter

3 Business name and address, Logo, Telephone

4 A heading of INVOICE

5 Customer's name and address

6 INVOICE Date

7 INVOICE Number (Unique)

8 Clients reference

9 Quantity

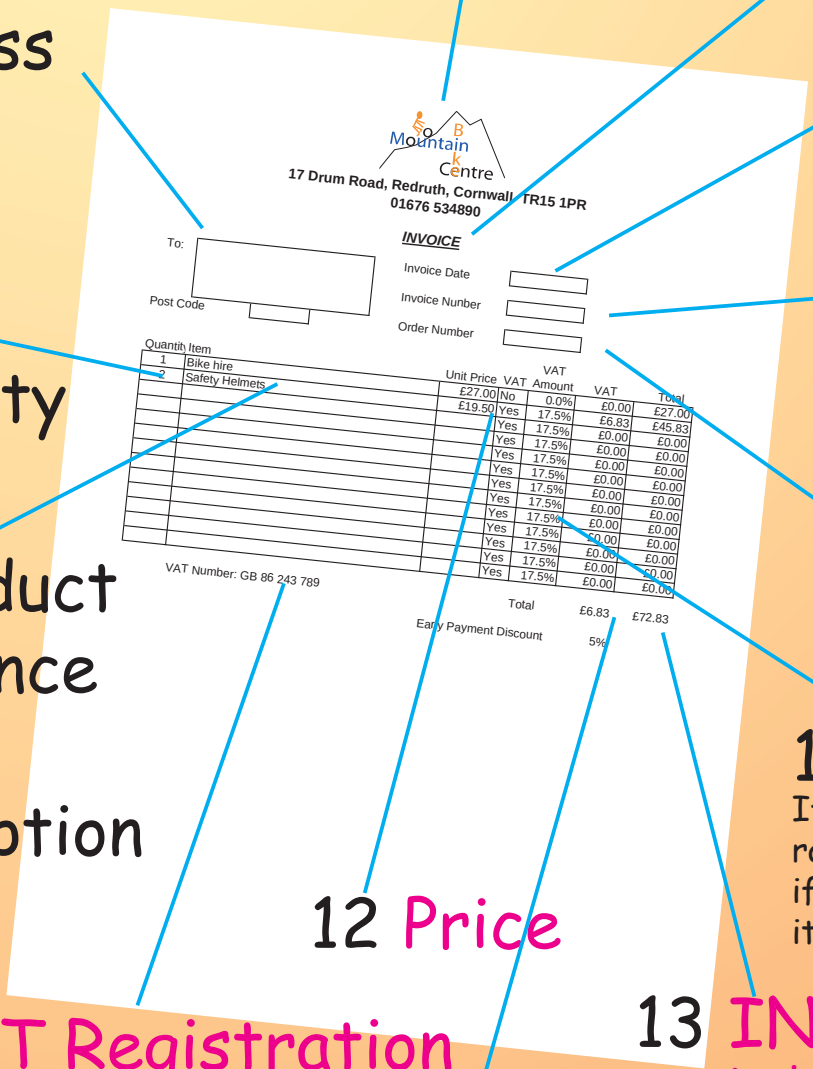
10 Product reference and/or Description

11 VAT Rate

If every item is at the same rate, this can be stated once; if rates vary then, every item must be stated.

12 Price

13 INVOICE TOTAL including VAT

14 VAT Registration number

15 VAT TOTAL