# Invoice template for VAT-registered and non-VAT businesses

## VAT invoice

| | |
|---|---|
| **Invoice number** | [Invoice number] |
| **Tax point (time of supply)** | [Date of supply] |
| **Invoice date** | [Date of issue, if different from the tax point] |
| **From** | [Your business name or full company name] |
| **Address** | [Your business address] |
| **Name and address registered for VAT** | [Only if different from the name and address above] |
| **VAT registration number** | [VAT number] |
| **Company number** | [Company number, if you're a limited company] |
| **Customer** | [Customer name] |
| **Customer address** | [Customer address] |
| **Line 1** | [Description] · [Quantity or hours] at [unit price excluding VAT] · VAT rate [rate] · [Amount excluding VAT] |

| | |
|---|---|
| **Line 2** | [Description] · [Quantity or hours] at [unit price excluding VAT] · VAT rate [rate] · [Amount excluding VAT] |
| **Line 3** | [Description] · [Quantity or hours] at [unit price excluding VAT] · VAT rate [rate] · [Amount excluding VAT] |

| | |
|---|---|
| **Total excluding VAT** | [Total excluding VAT] |
| **Cash discount offered** | [Rate of any prompt-payment discount, or delete this row] |
| **Total VAT (in sterling)** | [Total VAT] |
| **Total payable** | [Total including VAT] |
| **Payment terms** | [Payment due date or terms] |
| **Payment details** | [Bank name, sort code, account number and reference] |

## Invoice (not VAT-registered)

Use this version if your business isn't registered for VAT. It shows no VAT and no VAT number.

| | |
|---|---|
| **Invoice number** | [Invoice number] |
| **Supply date** | [Date the goods or services were provided] |
| **Invoice date** | [Date of issue] |
| **From** | [Your name and any business name, or full company name] |
| **Address and contact details** | [Address where legal documents can be delivered to you, phone and email] |

| | |
|---|---|
| **Customer** | [Customer name] |
| **Customer address** | [Customer address] |
| **Line 1** | [Description] · [Quantity or hours] at [unit price] · [Amount] |
| **Line 2** | [Description] · [Quantity or hours] at [unit price] · [Amount] |
| **Line 3** | [Description] · [Quantity or hours] at [unit price] · [Amount] |
| **Total owed** | [Total] |
| **Payment terms** | [Payment due date or terms] |
| **Payment details** | [Bank name, sort code, account number and reference] |

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/invoice-template