What belongs on an invoice

The 11 essentials, the extras worth adding and what to leave off, field by field.

The 11 essentials

- [ ] **The word “Invoice”** at the top, so nobody mistakes it for a quote or a receipt.
- [ ] **Your business name and contact details:** legal or trading name, and at least an email address.
- [ ] **The client's name and contact details:** the right legal entity, addressed to whoever pays.
- [ ] **A unique invoice number:** never reused, in sequence, with no deliberate gaps.
- [ ] **The issue date:** the day you issue it. Payment terms count from here.
- [ ] **The due date:** a real date with the terms beside it, such as “Due 14 November 2026 (Net 30)”.
- [ ] **A clear description:** one line per thing, in words your client recognises.
- [ ] **Quantity, unit price and line total** on every line, so the total can be checked. Flat fee: quantity 1.
- [ ] **Subtotal, any discount and tax, then the total due.** No tax line if you do not charge tax.
- [ ] **The currency** as a code (USD, GBP, EUR), not only a symbol.
- [ ] **How to pay you:** bank details or a payment link, plus any reference to quote.

Worth adding

- [ ] A purchase order (PO) number or payment reference, if the client uses one.
- [ ] What the payment covers, and any late payment terms or early payment discount you agreed before the work started.
- [ ] A short thank-you line, and your logo.

Depends on where you are

- [ ] Tax numbers, set wording and company details: check the rules where you and your client are, with an accountant. The guide below links the official pages.

Leave off

- [ ] A tax number you do not have
- [ ] More personal data than the invoice needs
- [ ] Apologies, such as “no rush on payment”
- [ ] A client's card details or bank credentials
- [ ] Internal notes about the job or the client
- [ ] A charge you have not agreed

The field-by-field guide, with the official sources:
charminginvoices.com/blog/what-actually-belongs-on-an-invoice

General information, not legal or tax advice.

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