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Elmhurst's
guide to...

Basics of Invoicing

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Introduction

It's fair to say that invoicing is not the most glamorous part of running your own energy assessment business, however, it remains the most sensible and professional way for Energy Assessors to manage their business finances.

It may sound daunting, but actually it is easier than you may think to understand and set up an invoice. This guide should go some way in helping you to do this, however, we would always recommend seeking advice from a qualified accountant.

What is an Invoice?

Putting it simply, an invoice is a request for payment which is sent to your customer for work you have completed (or will be completing) for them- in your case this could be an energy assessment or EPC lodgement. Your customers will typically see this as a bill which requires payment.

Invoices are typically sent to customers via email but can be sent via post if preferred. Some companies may even choose to invest in e-invoicing platforms which automates the process.

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What information is provided on an invoice?

An invoice would typically include the following information:

- ✓ The word 'Invoice'
- ✓ a unique reference/number
- ✓ Your name (Sole Trader only)
- ✓ your company name, address and contact information
- ✓ the company name and address of the customer you're invoicing
- ✓ your company registration number (Limited company only)
- ✓ a clear description of what you're charging for
- ✓ the date the goods or service were provided (supply date)
- ✓ the date of the invoice
- ✓ the amount(s) being charged
- ✓ VAT amount if applicable (if VAT Registered)
- ✓ VAT registration number (if VAT Registered)
- ✓ the total amount owed
- ✓ Terms of payment (this could be immediate or 30 days for example) - this is important to collect monies from customers.



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Sole Trader/Limited Company Invoice

We've provided an example of an invoice that a Sole Trader or Limited Company could typically use. This invoice clearly shows who is being invoiced, what exactly the invoice is for, as well as how much it is and how your customer can pay. This information is usually provided on 1 page, and there are no set rules on how you can present it.

Only Sole Traders would need to include their name (highlighted in red), where as a Limited Company would need to include their company registration number (highlighted in green) which is given to you when you register your company provided when a company is registered with Companies House.

Should you be using an e-invoicing platform, you may also have a payment link on your invoice which will allow customers to pay their bill online (More information available on page 7).



INVOICE

Bill-To Address

Customer/Company Name
Customer Address

For the attention of:

if dealing with company, estate agent or similar, just state the person you have been liaising with.

Invoice Date:

01/10/2021

Invoice Ref:

EPC/20313

Payment Due:

31/10/2021

Description	Quantity	Unit Price	Amount GBP
Domestic EPC for: 145 Made up Street, LE17 4HB Provided on 20/09/20	1	123.00	123.00
Domestic EPC for: 147 Made up Street, LE17 4HB Provided on 21/09/20	1	123.00	123.00
Thank you for your business		TOTAL	246.00

Payment Terms:

Payment is due within 30 days from receipt of this invoice

Payment Options:

When paying by Bank transfer (BACs) please use the Invoice Ref above, and the bank details provided:

BANK NAME
Sort Code: XX-XX-XX
Account Number: XXXXXXXX

Clickable link to online payment platform if an e-invoice

PAY HERE