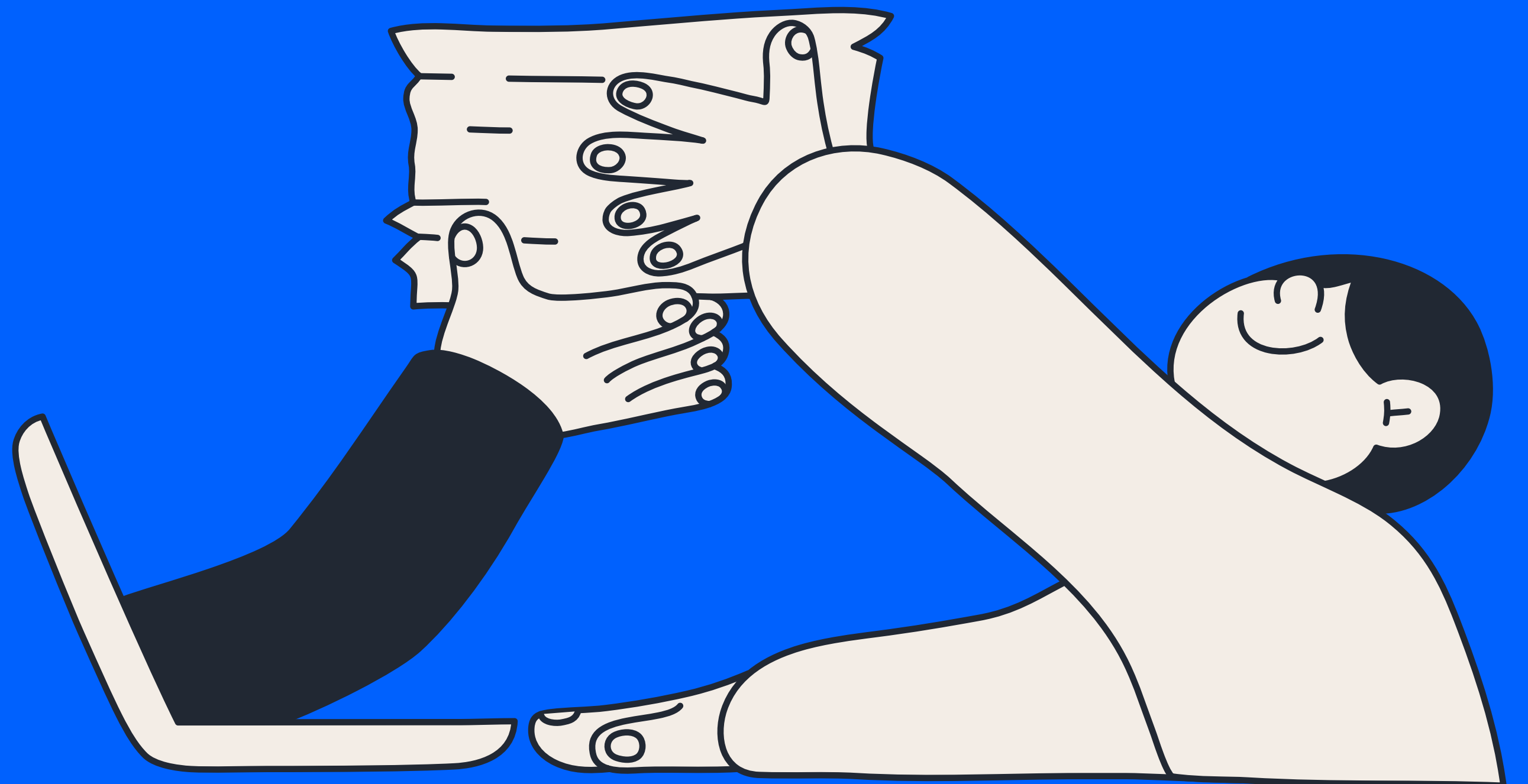


# Invoicing templates for new business owners



# Essential Invoices

Your services are worth their weight in gold, so make sure you get paid for them on time.

## What you need to know about invoices:

- An invoice is sent to your customers as a way for you to request payment while keeping your books in good order.
- They help you keep a record of what's coming in – and what's overdue.
- Invoices from your suppliers and freelancers make it easy to track who you've paid and who you're yet to pay.

### Templates

Take a look at these white-label invoice templates and identify which one will help your business get started:

→ [Invoice for limited companies](#)

→ [Invoice for sole traders](#)

# Essential Invoices

[Download invoice templates](#)

As your business grows, you'll need invoicing software that integrates all your transactions and sends them straight to your accountant. Osome's invoicing software makes it easy for you to:

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## ① Prioritise payments

- We help you prioritise your invoices and pay them in just a few clicks.
- Know exactly what's due and when.
- We ensure you don't pay the same invoice twice.

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## ② Invoicing made easy

- Easily create and issue invoices and follow-up with payment reminders.
- We'll update your books and reconcile transactions within 24 hours.

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## ③ Daily cash flow updates

- Your money, in real-time, all in one dashboard.
- Keep on top of your business's financial health with monthly reports.

[Learn more](#)

We've also included an invoice checklist, so you can be sure you've included all the right details to get paid without any hiccups →

For more information, [why not read this article about creating an invoice?](#)

# Invoice Checklist

[Download invoice templates](#)

## Invoice Number

Establish a simple numbering system, then assign every invoice a unique invoice number to keep track of them as time goes on. Name and save your invoices in a way that helps you search and locate them easily, no matter where they're stored, for example:

- 2982; 2983; 2984 (sequential & purely numerical)
- INV02982; INV02983; INV02984 (sequential with letters)
- LDN02982; SG02983, HK2984 (location related)

## Company Name

This is your most unique identifier and one of the most important elements in the first steps when making an invoice.

## Invoice Date & Payment Terms

When you issue an invoice, you need to include the date and terms of payment, so your customers know exactly when it was created, along with how long they have to contractually fulfil the amount due.

These “payment terms” or “terms of payment” are the dates by which the payment should ideally be made, or the period of time it is expected – 30 days, 60 days – or both the date and period of time. Sometimes these are agreed upon upfront, but they can be specified on an invoice-by-invoice basis.

Detail your accepted methods of payment too, like cash, credit card, BACS, etc.

## Contact Details & Address

Add the contact details of both you and your client. These can include:

- Business Name
- Full Address
- Contact Number / Email
- For the attention of (FAO)

## Itemised Goods Or Services (Listed) & What You've Charged For Each

Add item codes, SKU codes and model numbers if needed. Include the price and quantity of units, like the number of hours (although this is up to you and your contract).

A few more pointers for this section are to detail the VAT sum if it applies, along with any pre-agreed discounts and, of course, the overall total due.

## Goods and Service Tax (GST)

Unless your company is GST exempt, you need to include GST on your invoice. The current GST rate in 2023 is 8%, but it has been known to change. Be sure to include the up-to-date GST rate to avoid any snafus.



# Reminder: You didn't get into business to be an accountant

Enter: Osome's financial experts. We have your back with all things small business accounting. We help you file documents on time, organise your reports, and stay on top of your financials. So you can focus on what matters – growing your company.

[Chat with an accountant](#)

