

FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

INVOICES: SAMPLES & BEST PRACTICES

While invoicing may not be a fun task, it's definitely a necessary one. By keeping clients informed of your expectations, you will get paid punctually and reinforce your professionalism.

1. THEIR DETAILS & YOURS

This is basic stuff, but you can't afford to forget it. You'll also need your company name, your name, address, telephone number and email address. If they have any questions about the charges, contacting you should be as easy as possible.

2. ITEMIZED LIST OF SERVICES

People want to know what they've paid for. Most people will not pay for something described merely as "Design." Tell them **exactly** what they have received: e.g. "Design of three-page static website for Live Events." Be as specific as possible. In five years, would both you and the client know what you meant by your description? Also, specify whether the charge is a project-based or an hourly rate.

3. INCLUDE YOUR TERMS

When do you expect the client to pay you? What happens if they miss the deadline? To be able to send follow-up or overdue notices or to charge interest, you need a rock-solid paper trail that no one can argue with.

4. LET THEM KNOW HOW TO PAY YOU

Do you want a check mailed to you or a money transfer? **Be clear about what you expect and in what form.** It is usually best to discuss with the client beforehand what their preferred method is or to come to an agreement about a method you both like. If you want a money transfer, provide all the necessary information. Foreign transfers need more than your account number: in some countries, you need your International Bank Account Number or a Bank Identifier Code. International transfers also double-charge you: the client's bank might charge you \$20, and your own bank might charge you another \$15 to accept the payment. Make it clear which of you will absorb these charges, and talk it out with them. PayPal is another option, but you still get charged a percentage of the transaction.

5. NUMBERS...RECORDS...BOOKS...

Referring to "invoice #9048," rather than "That invoice I sent you last month, on a Tuesday," is much easier to track for both you and your client. Assign numbers to your invoices systematically, consistently and chronologically. Some people number their invoices by year (for example, 2015043 would be the 43rd invoice of 2015). You could also specify a code for the project. For example, BRAINEOS06 would be the 6th invoice for the project that you're currently working on. Having an invoice and project numbering system helps keep everything in line.

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Here are a few invoice samples:

T H O M A S



M A X S O N

Graphic Designer

INVOICE 1

JOB.01.01.01
Logo Design

January 1, 2009

John Doe
John Doe & Associates
1234 Main Street
Anywhere, FL 33442
000.000.0000

\$100.00
due January 01, 2008

DESCRIPTION	QUANTITY	RATE	AMOUNT
Project Description	1	\$100.00 – Flat Rate	\$100.00

SUB TOTAL	\$100.00
TAX	\$0.00
TOTAL	\$100.00

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	Julie Fitzgerald 4633 Stigall Drive Dallas, TX 75209 cell + (1) [REDACTED] fitzgerald.julie@gmail.com	INVOICE.
	Invoice Number <input type="text"/>	Submission Date <input type="text"/>

Customer <input type="text"/>	Phone <input type="text"/>
Address <input type="text"/>	

Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>
Date <input type="text"/>	Project <input type="text"/>	Hours <input type="text"/>

Total Hours <input type="text"/>	Pay Rate <input type="text"/>	TOTAL DUE <input type="text"/>
Please make checks payable to Julie Fitzgerald. Max net two weeks (14 days / 10 work days). Mail to address above, unless otherwise specified.		

THANKS, Y'ALL!

Please consider me again when you're in need of extra design muscle.

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INVOICE

Name
Street/Address
Postal code / City

Ref: Reference name

Invoice number
Invoice date:
Due date:

WHAT?	HMM?	HOW MANY?	AMOUNT?
Sketches and ideas	Hourly basis
Web design	Fixed price
<i>TAX</i>	25%	<i>1</i>

TOTAL:

Payment information:

Account no.: 2850 11 43903
Please mark the payment with the invoice number (....)

