What to include on an invoice checklist

Use this to confirm your invoice has every field it needs to be valid, payable, and clear. The first group is the must-have set for a standard invoice; the second is fields that are required in specific situations or that get you paid faster. For country-specific legal requirements, see the reference link below.

Must-have fields

- [ ] The word "Invoice" and a unique invoice number
- [ ] Your business name, address, and contact details
- [ ] Your tax registration number (VAT / GST / EIN) where you're registered
- [ ] The client's name and billing address
- [ ] Issue date, and a due date or payment terms
- [ ] An itemized list of goods or services with quantities and unit prices
- [ ] Subtotal, tax (rate and amount), and the total due
- [ ] The currency, stated explicitly
- [ ] Payment instructions: how the client actually pays you

Required in specific cases, or recommended

- [ ] A PO number, when the client uses purchase orders
- [ ] The client's tax ID, for B2B cross-border or reverse-charge invoices
  Why: reverse charge requires both parties' VAT numbers on the document
- [ ] The supply or tax-point date, where it differs from the issue date
- [ ] Notes or terms, including any late-fee policy
- [ ] Your logo and branding, so the invoice is recognizable and trusted