

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