

UK Invoice Template & Guide

A professional UK-compliant invoice template with all HMRC-required fields.

What Must a UK Invoice Include?

HMRC requires VAT-registered businesses to issue a VAT invoice. Even if you are not VAT-registered, a professional invoice should include the following:

Field	Notes
Your business name and address	Must match your HMRC registration
Your VAT number	Required if VAT-registered (format: GB 123 4567 89)
Invoice number	Must be sequential and unique
Invoice date	Date the invoice was issued
Tax point / supply date	Date goods or services were supplied
Customer name and address	Full name or trading name of the buyer
Description of goods/services	Clear description of what was supplied
Quantity and unit price	For each line item
VAT rate applied	Standard (20%), Reduced (5%), Zero (0%), or Exempt
VAT amount charged	Per line item and total
Total amount excluding VAT	Net total
Total amount including VAT	Gross total
Payment terms	e.g. 30 days from invoice date
Payment details	Bank account, sort code, or payment link

Sample Invoice Layout

YOUR BUSINESS NAME 123 Business Street, London, EC1A 1BB VAT No: GB 123 456 789 hello@yourbusiness.co.uk	INVOICE Invoice No: INV-0042 Date: 07 April 2026 Due Date: 07 May 2026
BILL TO: Client Company Ltd 456 Client Road, Manchester, M1 1AA	

Description	Qty Unit Price VAT Total
Web design services — April 2026	1 £1,000.00 20% £1,200.00
Monthly retainer — April 2026	1 £500.00 20% £600.00
	Subtotal (ex VAT): £1,500.00
	VAT (20%): £300.00
	TOTAL DUE: £1,800.00
Payment: BACS — Sort Code: 12-34-56 Account: 12345678	
Reference: INV-0042	

Late Payment Rules

Under the Late Payment of Commercial Debts Act 1998, you are entitled to charge statutory interest of 8% above the Bank of England base rate on overdue invoices between businesses. You can also claim a fixed debt recovery cost (£40 for debts up to £999.99, £70 for £1,000–£9,999.99, £100 for £10,000+).