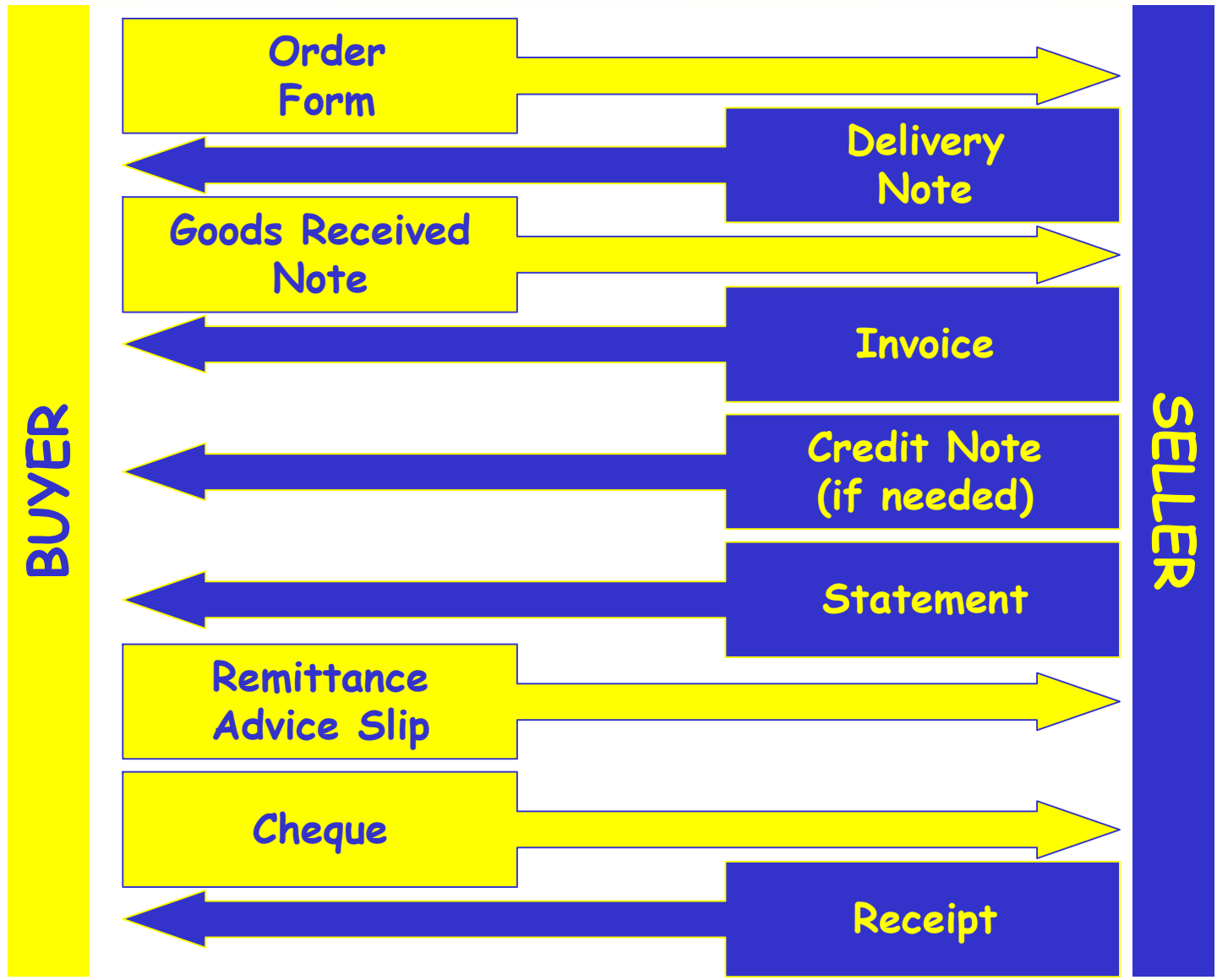




The Invoice





The Invoice



- What is the purpose of this document?
 - To inform the buyer how much they owe and when they must pay
- Who completes it?
 - The seller
- What happens to it?
 - It will be checked by the finance department who will then pay it at the appropriate time before filing it
- Why must it be accurate?
 - An error could result in the wrong amount being paid – or a delay in the payment



An Example Invoice

Invoice		Books R Us	
Date: <input type="text"/>		123 Writers Industrial Estate Nowhere UR1 4US Tel 01786287398	
To: <input type="text"/>			
Invoice No: <input type="text"/>	Account No: <input type="text"/>	Your Ref: <input type="text"/>	
Description	Quantity	Unit Price	Total
Business Studies Made Easy			
Business Studies Taught 2a			
How To Make Your Millions			
Payment Terms: 30 days		Goods Total: £	<input type="text"/>
		Plus VAT @ 17.5%:£	<input type="text"/>
		Invoice Total: £	<input type="text"/>