

Checklist for your invoice

Your name and address

The organisation's name and address

The date of the invoice

The date and title of the event

The department and reference number or other identifier of the event host

Your invoice number

Advisable particularly if you are VAT-registered. Pick a numbering which suits you, e.g. 111 meaning your first such engagement in 2011

The fee

Details of agreed expenses

You may also need to supply receipts

Your ten-digit UTR (Unique Taxpayer's Reference) number

Your National Insurance number

If you are VAT registered:

Your VAT number

If you will be paid by BACS:

Name of bank, branch address, sort code, name of account, account number

If appropriate add:

This service was provided by a self-employed tax payer. It is therefore a booking condition that payment [plus VAT if you are VAT-registered] be made in full, as per invoice, and that income tax etc. should not be deducted at source.

You may also want to add:

Payment is due within 30 days of invoice date. Statutory interest will be charged on overdue payments.