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Finding the right accounting solution for your claims whether you are a multinational limited liability company or a single individual entrepreneur is important that you have a structured approach to your billing or you may lose track of what payments you are waiting for. We would like to keep you updated by email. We will never share or sell your data with anyone without your permission One of the most important things you should do when you are freelance/self-employed is to send your invoices to your customers in a timely manner, and to ensure the invoices are being raised correctly and consistently. To help you with your accounts, we've given you free Excel account templates - make sure you choose the right one because they vary depending on whether you're VAT-registered or not. Please note that these templates are only suitable for UK self-employed/individual traders/freelancers - they are not suitable for limited liability companies. To get our free account templates see below to download links: No VAT registered: click HERE VAT registered: click here Please note that these account templates are only suitable for UK self-employed/individual traders/freelancers - they are not suitable for limited liability companies. Billing Guide: Account Number - Make sure you use a consistent billing system and that you are consistent with the number (e.g. 001, 002, 003). Don't miss the numbers as it will look suspicious for HMRC if they are investigating your records. If you need to cancel the invoice for any reason and that account number is then wasted, then keep the record on it on the account log, for example. Name - if you trade under the name of a business, then your account should include both your business name and your own name - this is because as an individual trader you and the business are the same organization (as opposed to if you traded as a limited company). VAT - be careful you charge VAT correctly - on our template we assumed that VAT is charged at 20%, but you can change that. Some services, such as providing some services to EU businesses, should not be charged VAT even if you are registered with VAT, so make sure you understand the VAT treatment of your accounts. Copies - You must keep copies of all invoices that you issue, even if you subsequently cancel one. Electronic copies are in order, but make sure you have a reliable backup system in place. Tax item - for VAT invoices you must also specify a tax item (or time if this is different from the invoice date. Typically, VAT invoices must be invoiced within 30 days of delivery date or payment date (if paid in advance). Payment terms - think carefully about your payment terms - if you work with large customers, they can dictate to you what their payment terms are, for example, they can pay 45 days after receiving your bill. You have to Up to the topic of payment terms early on in your discussions with the customer, so there are no surprises further down the line and this will also allow you to plan your cash flow. Order number / Help - ask your customer if you need to quote a specific order number on your account, sometimes called the Purchase Order Number - this will be a link the customer uses internally to highlight your expenses for a specific budget/project/center cost at their end. This is especially common among large clients. Making sure that you have the link right forward will make sure it doesn't delay payment further down the line. Bank details - be sure to put your bank details in your account, it can be easy to miss. Keeping records - you can use online accounting systems, like FreeAgent or Xero, but if you didn't, then it's important that you keep a log of your invoices - the key items to note: Account Date Payment Amount (Total and VAT) Account Of the Customer's Name Details of Work/Project Here are some of our other articles that you may be interested in: Limited Company vs. Individual Trader 2019/20 Best Pay and Dividend Levels 2019/20 What are the benefits of VAT? All business sales and purchases are registered. The invoice includes information about the sale, including the name of the business, address, number, costs and applicable tax rate. Effective billing measures are critical to the company's financial health. It is extremely important to correctly record all the details and reflect the terms of the contract, such as payment terms, including the credit period. The terms of the contract provide information about the amount to be made and the date of payment. At DNS Accountant in London, download free account templates for self-employed, freelancers and limited liability companies. Our simple and latest free invoice template is designed for both VAT and non-VAT registered in Word, Excel and PDF formats. At the top of the invoice, the following details fit in: The seller's company name seller address seller's contact details Of the Customer's date customer name is a simple layout with the word Account on top followed by business details and the customer's name form the basic details of the account. In the middle, the description of services/products along with the price per item, form a computational section of the invoice. Each account should be referenced with a unique account ID or number that will create a unique record in the accounting department. The average portion of the invoice describes services/products due to pay: Service/product sold Net amount excluding value-added tax (VAT) (if applicable - as some services may be exempt) Gross amount inclusive VAT Details of Expenses B Part invoice: Details of the terms of payment seller VAT seller's number The Seller must clearly define the payment terms to avoid confusion with the valuable customer. Payment terms may be: Payment mode (cash, on call, check along with account details, or bank transfer along with bank account and sorting code) Credit period, for example, payment to be made within 15 or 30 days from the date of the invoice Registration number of the company must also be mentioned along with the company's VAT registration number. Electronic software or an accounting system, such as Nomisma Solution, can take care of administrative work. The generation of invoices and invoices will be done automatically and will reduce the number of heads deployed in the manual process. Some contractors and freelancers may have a preference to submit their accounts in .pdf format to keep details protected, while others may add additional payment terms such as they reserve the right to charge fines or interest for late payment legislation under the Late Payment Free Account UK Pattern for individual traders and contractes with limited liability ORDER: Project Invoice check along with account details, or bank transfer along with bank account and sorting code) Title: Credit period, for example, a payment that must be made within 15 or 30 days of the VAT billing date :The exact value added tax (VAT) must be levied. Some services may fall under the Category exception category : Copies of all invoices must be stored, even if it is a cancelled invoice. Electronic copies are all valid, but businesses need to make sure that there is a reliable backup system in place of payment terms: Businesses must carefully develop their payment terms. Payment terms must include exact dates and clearly define the order number of the credit period / Help: If the customer generates an electronic order to purchase, the seller must request the order number and specify it in the invoice. This is updated in the customer's system with account details automatically when the order is delivered. This is very common with large clients of Bank details : Bank details along with the relevant codes must be mentioned in the account to make processing of bank transfers easy accounting: Business can use online accounting or accounting software as a Nomisma solution. This will reduce manual work, and along with generating accounts, all other accounts will be automatically updated. If businesses do not want to choose an online accounting system, they will have to keep records of all invoices. The key items to be marked are: The date of the invoice including VAT Invoice Description Customer Product Description or Service Details Free Invoice Pattern Doc Limited Company Account Pattern No VAT Individual Trader Invoice Pattern Registered Individual Trader Invoice Pattern No VAT Free UK Invoice Pattern of the most imperative things that people have to do when they work as a freelancer/contractor is to send the invoice to their customers in a timely manner, and to take care that the invoice covers all the necessary details and is consistent. To help owner-managed businesses and freelancers, DNS Accountants assist our clients with providing them with free account templates and access to our online accounting system for a nominal fee to make sure that our customers do not have any incorrect information and they should not worry about their accounts tracking numbers and VAT registration. Types of Invoice Pattern Individual Trader Invoice Invoice Limited Company Pattern Invoice Freelancer and Contractor On The Order of Freelance Accounts Template Pattern Freelance Accounts Template Simple Invoice Template Blank Account Pattern About DNS ACCOUNTANTS DNS Accountants in Haslemere offers a low cost, fixed accounting package for all customers with excellent customer support. All of our accountants specialize in providing accounting and accounting services to the owner of a managed business, individual people, freelancers, individuals and contractors. All of our accounting services include: Unlimited access to all accounts Current Business and Cash Flow Management Tax Advisors for Planning Updates and Reminders of Tax Terms Access to our online accounting software on a nominal fee Limited Company Invoice Pattern No VAT Individual Trader Account No VAT Tag Uk Invoice Pattern for individual traders Free Individual Invoice Pattern

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