

Invoicing for Creative Services Template

No Jobs in the Arts, 2022

The template overleaf is what we use to invoice partners for creative services, like organizing an exhibition or creative event. You can fill in, edit, or chop-and-stick this template to meet your needs, if you are facilitating creative projects, or contributing to them; for example, if volunteering in the arts, you may be asked to send an invoice for any expenses incurred during your role, like travel—If so, you could use our template.

We generate, manage, and archive each invoice we create using free tools like an email account and Google Drive, Docs, and Sheets.

Extra useful reading:

[Invoices - what they must include \(gov.uk\)](#)

[Calculating interest on an unpaid invoices \(Small Business Commissioner\)](#)

[When you need to set up as a sole trader \(gov.uk\)](#)

[Support for starting a business \(Princes Trust\)](#)

[How to be a self-employed \(freelance\) creative \(Voice\)](#)

[The Basics: Invoicing \(Unlimited\)](#)

INVOICE

INVOICE NUMBER:

TO:

ISSUE DATE:

CLIENT REFERENCE:

PURCHASE ORDER:

PAYMENT DUE:

DESCRIPTION:

PRICE (£):

Item 1

0.00

SUB TOTAL: 0.00

VAT (0%): 0.00

TOTAL DUE (£): 0.00

CONTACT
DETAILS:

REGISTERED
ADDRESS:

PAYMENT DETAILS:

Bank:
Bank/Sort Code:
Account Code:
Payment Reference:

We will exercise our statutory right to charge interest, apply fixed penalties, and compensate for debt recovery costs under the late payment legislation (1988; 2002) - if we are not paid according to agreed credit terms. By law, Interest is payable at 8% over the Bank of England base rate. Interest is payable exactly 30 days from the date of the invoice being sent.