



INVOICE

Date: 11 November 2016

Fees

1	Session	£150.00
2	Travel expenses	£35.20

TOTAL £185.20

For the attention of:

Mr Harry Potter
Hogwarts School of Wizardry
Alnwick Castle
ALNWICK
NE66 1NQ

PAYMENT DUE WITHIN 14 DAYS OF INVOICE DATE

Six certain ways to avoid getting paid

*And YES, I have seen all six! Though not usually all in the same invoice
Kate Kelly*

- 1** Don't put your logo or company name on the invoice! What business is it of the customer? If you can also manage to avoid giving your address or bank details (see **6** below) you have hit the jackpot!
- 2** Don't put any customer reference numbers / purchase order numbers on the invoice. Let them muddle it out! They have nothing better to do. And if you can delay issuing the invoice till well after the work is done and forgotten, late payment is guaranteed.
- 3** Make sure you don't say what you are invoicing for! Phrases like "fees" or "general services" are good choices. Too much detail only confuses people.
- 4** Make sure that you include in your invoice items, like travel, which weren't mentioned in the original quote. This is especially effective when your quote excludes VAT, but your invoice includes it.
- 5** In larger organisations, it's a good idea to invoice the wrong person - the end user rather than the budget holder, for example. If they are in different offices, maybe on different sites, so much the better
- 6** Whatever you do, don't tell people how they can pay you! You might think it is enough not to give bank details - but if there is a business address on the invoice some customers will send you a cheque!