

# BASICS OF INVOICING AS AN ARTIST

Not sure what an invoice  
is, or what to include?  
Swipe to find out!



# WHAT IS AN INVOICE?

An invoice is a type of bill you have to make, to send to the company that commissioned you, so you can get paid.



## WHY DOES INVOICING MATTER TO ME?

Once you start getting commissioned, you will need to keep a paper trail of all the income you've received.

An invoice is like a receipt - it's good to keep hold of it in order to prove you asked for payment, and can help your in any disputes, or possible tax audits for your self-employed business.

Without an invoice, the commissioner's tax agents have no record of you requiring to be paid, therefore it won't be actioned.



# WHAT DO I NEED TO INCLUDE ON AN INVOICE?

## ABOUT YOU

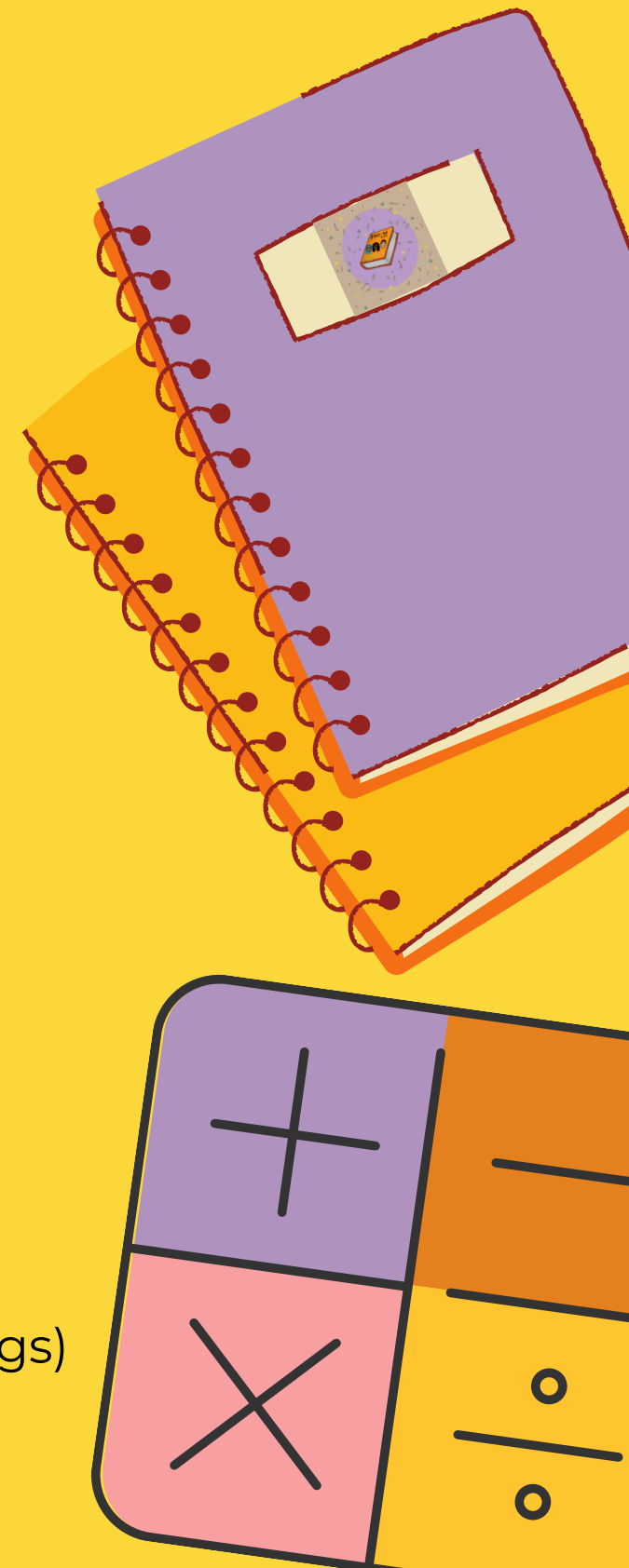
- Your full name
- The date you send the invoice
- Your invoice number
- Your bank account no, sort code, your bank name
- Your full address
- Your payment terms

## ABOUT THE COMPANY

- The person of contact and/or their company name
- The company full address
- Their purchase order number

## ABOUT THE WORK

- Description and title of the work commissioned
- Any travel or claimable expenses
- The quantity of the jobs you've done (e.g, x3 paintings)
- The total fee of each item



# WHAT DOES AN INVOICE LOOK LIKE?



Typically it is fashioned on an A4 sized digital document. Most invoices are made on a word or Pages document, as this is the most familiar format to follow - for both the artist, and the accountants who will receive it.

You do not have to make your invoice boring - add colours, a logo of yours, a small thank-you at the end. Anything to make it easy to read and understand for you.

THIS IS AN  
EXAMPLE OF A  
BASIC INVOICE

## INVOICE (YOUR LOGO/NAME)

INVOICE NO:  
XXXXXXXXXX  
DATE:  
XX/XX/XXXX

**TO: COMPANY NAME**  
FULL COMPANY ADDRESS

**FROM: YOUR NAME**  
YOUR FULL ADDRESS

QUANTITY	AMOUNT	DESCRIPTION	TOTAL (£)
01	500.00	DESCRIPTION OF WORK	500.00
01	160.99	CLAIMABLE EXPENSES	160.99
01	150.00	ANYTHING ELSE	150.00
			<b>TOTAL: 810.99</b>

### PAYMENT INFORMATION

**AMOUNT: 762.39**

NAME ON BANK:  
BANK NAME:  
ACCOUNT NO:  
SORT CODE:  
TYPE OF ACCOUNT:

**NET 30 TERMS:** PAYMENT IS DUE TO BE RECEIVED WITHIN 30 DAYS  
RECEIPT OF THIS INVOICE SENT.  
**DATE PAYMENT IS DUE:** XX/XX/XX

I AM REGISTERED WITH HMRC AND I AM RESPONSIBLE FOR MY OWN  
TAX

# TERMS TO KNOW WHEN INVOICING

**PAYMENT IN  
ADVANCE (PIA):** This is  
when the company  
you're working for has  
agreed to pay you in  
full, in advance.

**50% UPFRONT PAYMENT:**  
This is when you ask for 50%  
of your fee before the work  
has begun. When the work  
is completed, you will  
receive the last 50%. You will  
have to invoice twice for  
both upfront and final  
payment.



**UPON RECEIPT:**  
This means you  
expect to be paid  
immediately when  
the invoice is  
received by the  
company.

**PAYMENT IN  
ADVANCE (PIA):** This is  
when the company  
you're working for has  
agreed to pay you in  
full, in advance.

**NET 7, NET 21, NET 30:** These  
terms means the payment is  
due X amount of days after  
the date stated on your  
invoice. For example, if your  
invoice date is Jan 1st, your  
terms are NET 7, and you  
should get paid on Jan 8th (7  
days later).

Before you submit these terms on your invoice, always ask what is possible for each new company you work with. Some companies won't be able to meet your terms - but negotiate this! 50% upfront payments for example are not unreasonable if you have a binding contract in place, and it is a long-term project.





## What is a purchase order number?

In particularly large companies, a Purchase Order number (PO) is basically a way for the company to trace back to the business transaction and services that you've provided. You will typically send your invoice in, they will send back a PO number, you add it to your invoice and resend it again. It's tedious, we know.

Remember to ask if the company has assigned a PAYE number to you. This is important, as you'll need to include this number on your tax return.

**Always send your invoice in PDF format.** This is to lessen the chance of your invoice being tampered with when it's sent off to the company. You can get PDF templates from a Word document, or from free online platforms such as Canva.com.

**Include late fees!** Even if you're not completely dependant on your income from being an artist, it's important to remain strict when you are getting paid. Including polite payment terms at the end of your invoice will inform the company of your wishes. Your late fee could be 1-5% of your overall fee.

# SOME COMMON QUESTIONS AND TIPS

## How to make an invoice number?

An invoice number is for your own record keeping - you can essentially number it how you like. However, try to number your invoices chronologically, and have some reference of the date of sending the invoice. So, you can type in '03' to your files to find invoices from March.

**What is an artist fee?** This is the amount of money you are going to receive during the project.

# OK- SO I'VE DONE MY INVOICE. NOW WHAT?

Double check  
yours, and the  
company's details  
are correct.

Email it to the  
company, with  
'Invoice' in the  
subject line

If you're required to  
do taxes, update your  
tax sheet with the  
payment that is due  
from the company

Keep a tab on the  
date you're meant to  
get paid

File away the invoice  
safely on your  
laptop/

USB and to an online  
bank (Cloud, Drive)

Smile, and  
keep makin  
that moneeeey  
hehe





# HAVE ANY MORE TIPS TO SHARE? COMMENT THEM BELOW!



@rootedzine

Share this with  
a fellow artist  
who you think  
might need it!

Link in our bio to  
get your invoice  
downloadable  
pack