



How to create a successful invoice

As a self-employed or LTD locum it is important to stay in control of your accounts and invoices. Some vet practices (especially Corporates) may have their own invoice [template](#) but we recommend you have one to use also. Being able to issue an invoice at the end of your shift can keep things efficient for both you and the practice.

Here is a basic invoice with the data explaining which all locum invoices should include. The aim is to provide clear and concise information to make it as easy as possible to get paid.

Your details:

Basic information such as name, address and contact information.

VAT Number:

Your registered VAT number which is optional to have unless you earn 85K or more.

Bank Details

Account number and sort code. Sharing this information doesn't put you at risk as money cannot be taken from your account using them.

Vet practice Details:

Branch name and address.



For the attention of:

This is the person who will authorise your payment such as the manager.

Invoice reference number:

Each invoice you issue will need to have a unique reference number. This could be the name of the practice and the date, or it could be a sequential number from your own invoicing records. For example, “MEDIVET20180601” or “INV000001”.

Date of Invoice:

This is the date that you issued the invoice.

Payment Due Date:

These are terms that you can decide on. Some larger businesses may default to a 30-days payment window, meaning they will pay the invoice within 30-days. You may also ask for immediate payment, or payment within 7 or 14 days.

Details of Services Performed

For the benefit of your own records and for clear communication, it's good to add one line per day or shift. Include the following for each line:

Date

Dates that you performed services or worked shifts on.



Hours Worked

This may be a total of hours worked that shift or you may wish to show which hours you worked. For example, “08:00 to 12:00, 13:00 to 18:00” plus the total hours worked.

Rate

This is your locum rate that was agreed with the practice.

Subtotal

A simple calculation of hours x rate for each line.

Expenses

Any expenses such as travel that you may charging the practice. This will need to have been agreed in advance.

Additional Services

Any additional services you may have performed such as clinics or additional hours.

Invoice Total

A total for all the work being invoiced.



The vet practice now has all the information they need in order to pay you.
You may wish to design your own template or the one used in the example
above is available to [download](#) here.