# Invoice Requirements Checklist

Are your VAT invoices up to scratch? Do they have everything needed to make sure you comply with regulations? Print out and work through this handy checklist to be sure!

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| **Required Fields on an Invoice** |

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| --- | --- | --- | --- | --- |
| **Invoice information** | **Your Invoice** | **Full invoice** | **Simplified invoice** | **Modified invoice** |
| Unique invoice number that follows on from the last invoice |  | Yes | Yes | Yes |
| Your business name and address |  | Yes | Yes | Yes |
| Your VAT number |  | Yes | Yes | Yes |
| Date |  | Yes | No | Yes |
| [The tax point](https://www.gov.uk/vat-record-keeping/time-of-supply-or-tax-point) (or ‘time of supply’) if this is different from the invoice date |  | Yes | Yes | Yes |
| Customer’s name or trading name, and address |  | Yes | No | Yes |
| Description of the goods or services |  | Yes | Yes | Yes |
| Total amount excluding VAT |  | Yes | No | Yes |
| Total amount of VAT |  | Yes | No | Yes |
| Price per item, excluding VAT |  | Yes | No | Yes |
| Quantity of each type of item |  | Yes | No | Yes |
| Rate of any discount per item |  | Yes | No | Yes |
| Rate of VAT charged per item - if an item is [exempt or zero-rated](https://www.gov.uk/vat-businesses/vat-rates) make clear no VAT on these items |  | Yes | Yes (1) | Yes |
| Total amount including VAT |  | No | Yes (1) | Yes |

Source: <https://www.gov.uk/vat-record-keeping/vat-invoices>