

# Self Employment : Getting Paid

---



## How to write an invoice



Unless otherwise specified, "Am I Self Employed?" by Rachel Dobbs, is licensed under CC BY NC SA 4.0

# Getting paid



How do I  
write an  
invoice?

## Making a request for payment...

- Your details
- Details of who needs to pay this
- Details of work carried out & how much owed
- Details of how & when to pay

**NAME +  
ADDRESS OF  
WHO NEEDS TO  
PAY THIS**

**INVOICE TO:**

Company or person who owes me  
Address Line 1  
Address Line 2  
Address Line 3

My Self-Employed Name  
Address Line 1  
Address Line 2  
Address Line 3

Invoice Date: 30/01/2018  
Invoice Number: 001234

**YOUR NAME +  
CONTACT DETAILS**

**DATE +  
INVOICE NO.**

**DETAILS OF THE  
WORK CARRIED  
OUT**

**RE: NAME OF THE WORK I DID / PROJECT I WORKED ON**

Dates	Description of work	Charge
01/01/2018	Planning + delivery of XYZ	£150
03/01/2018	XX number of hours / sessions etc. @ £ XX agreed rate at XYZ location	£300
<b>Total due: 30/01/2018</b>		<b>£450</b>

**TOTAL  
AMOUNT  
OWED**

Please make payment within 15 days by bank transfer to:

My Bank Account Name  
Sort Code: 00 11 22  
Account Number: 123456789

**DETAILS OF HOW +  
WHEN TO PAY**

For other payment options, or other details, please contact My Self-Employed Name via:  
07123456789 or myemail@email.com

**Example  
invoice**

# Getting paid



How do I  
chase an  
invoice?

## If you haven't been paid in 30 days...

- Set yourself a reminder to check payments
- Email to chase your invoice
- If no reply, phone to identify problems & agree a solution

# Getting paid



How do I  
chase an  
invoice?

[www.gov.uk/make-court-claim-for-money](https://www.gov.uk/make-court-claim-for-money)

## If you haven't been paid in 30 days...

- If no solution, send written claim by post highlighting intention to pursue legal action
- If still no reply after 14 days, start Money Claim Online (fees apply - £25+)