

Invoicing Made Easy

BY SIMPLY BUSINESS®

Your guide to getting started —
and getting paid.



Time is money. Literally.

For small business owners seeking payments, a prompt invoice is the first step to getting paid on-time.

Every invoice should:

- Itemize the services you've provided, and their costs
- Act as a formal documentation of client transactions
- Outline exactly how the bill was reached

It can be tough to know where to start; that's where we can help.

Included in this guide:

- An annotated example of an invoice, so you know what information to add and where
- A PDF template — it's free for you to use whenever you need it, and editable so you can change it as your business grows



Additional Information

Note: The template can be modified using most PDF readers. If you want the template to do the math for you, you can with Adobe Acrobat Reader.

To download Adobe Acrobat Reader for free:

- Visit get.adobe.com/reader
- Click on the 'Download Acrobat Reader' button
- Follow the prompts to install Acrobat Reader on your computer

Once you have Acrobat installed, you should be able to use it to view and edit the invoice template. After you've filled it out, you can print the invoice or save it as a digital file.



Additional Resources

Learn more about invoicing, bookkeeping, and sales for your small business:

[Invoicing for Freelancers: How to Make Sure You Get Paid](#)

[What is a Point of Sale System? Here's Everything You Wanted to Know](#)

[The Best Invoicing Software for Business Owners \(2021\)](#)

[How to Make the Most of Small Business Tax Deductions](#)

[The Best Small Business Tax Software if You Hate Doing Taxes](#)

... and check out our other free invoice and business templates:

[Business plan template](#)

[Photographer invoice template](#)

[Contractor invoice template](#)

All that and more can be found at the Simply Business [Resource Center](#).

Learn more about small business insurance with [Business Insurance 101](#).

