

Freelancing Getting Paid

As a freelancer, you will be registered [self-employed with HMRC](#), and will be responsible for managing your earnings. This means that you will be completing work and expecting payment for it, which you will need to make a formal request for. **This formal request is called an 'Invoice'**.

When to invoice will be dependent on the verbal agreement or written contract that you have made with the organisation or person who you are completing a service for. Your earnings may be broken down into installments, or paid on a regular basis i.e. once per month.

You may have multiple projects taking place at one time, with different payment terms. It is therefore a good idea to decide for yourself when regular payments need to be made, so that your cash flow¹ does not become impacted.

So, what does an invoice need to include?

In order to be paid, an invoice needs to include:

1. Your name and address
2. The Payer's name and address
3. The date you are invoicing
4. An invoice number²
5. The dates, details and fees for the service/s you have provided
6. The total amount owed to you
7. Your full and accurate bank account details (name, account number and sort code)

It is a good idea to double and triple check dates, fees and total amounts, as not all payers will do this for you (especially if the individual receiving the invoice is part of the finance department and not part of the team who you have completed the service for).

Tips:

- You may wish to add the dates, details and fees for any mileage you are claiming back, and for any expenses you have made on behalf of the payer.
- You may wish to write: 'Please complete payment within [insert number here] days of receiving this invoice'. Sadly, not all Payers are good at honouring this.
- If true, you may wish to write: I am responsible for paying my own taxes and National Insurance.
- If relevant, you may wish to include your logo to make the invoice look more professional.

For a downloadable/editable invoice template, please see [here](#).

¹ A personal cash flow strategy involves managing your income and expenses effectively. It includes budgeting, saving, investing and making sure your income covers your essential needs while allowing for short- and long-term goals.

² Make this relevant to you and any accounting system you have if you think you will be managing lots of invoices from lots of different organisations, as this helps you to track who has paid and when, and will help you with your tax return e.g. Inv01-24/25WWA (your next one would then be Inv002-24/25WWA and so on).