CRAFTING THE PERFECT INVOICE

Invoices are the lifeblood of a company. They're working on your behalf, even after hours, yet many invoices have areas that can cause delays and bottlenecks later in the payable process.

In a perfect world, the process of payables and receivables would be a seamless and efficient flow. But in reality,

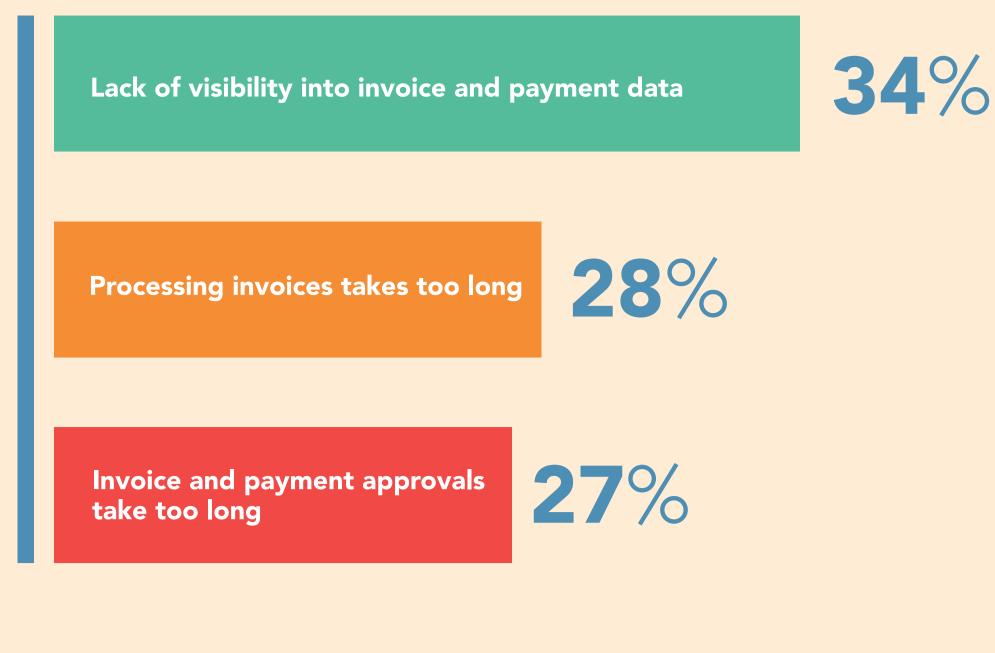
payments are often delayed by simple but easily-overlooked elements of invoice design.

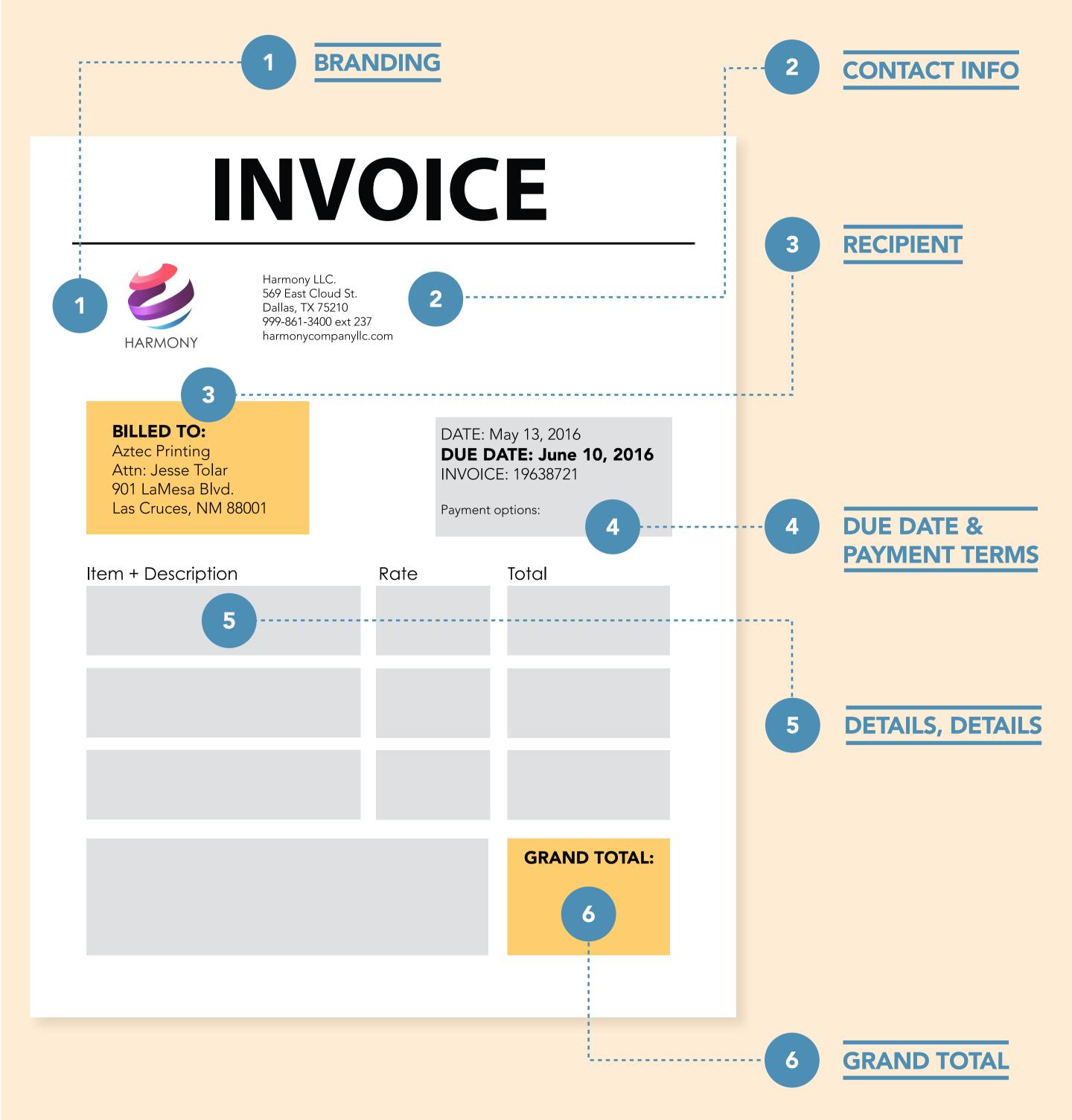
By crafting a transparent and well-structured invoice, you can dramatically cut down on phone calls, disputes and

delayed payments. In this infographic, we delve into the basics of creating the perfect invoice. From branding to terms & conditions, we'll give you a checklist to make sure receivers and payers can operate more efficiently, keeping the transaction

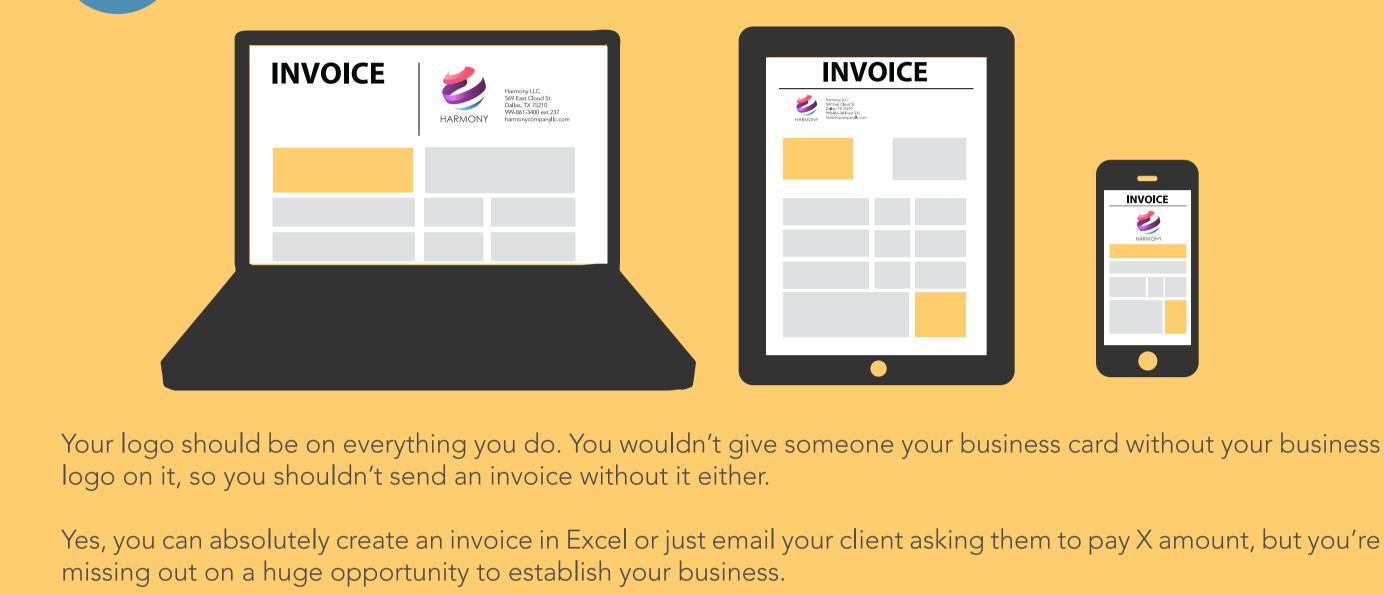
pipeline flowing freely.

HOW INVOICES AFFECT THE TOP AP CHALLENGES OF 2015





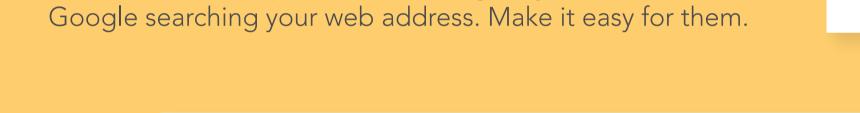




Brand recognition aside, including your logo can help AP personnel more easily recognize, group, process and file your invoices.

CONTACT INFORMATION

CONTACT INFORMATION CHECKLIST



Your contact information does a lot of business on your

behalf. When your clients get an invoice from you, they

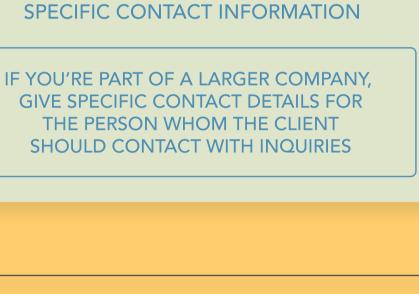
shouldn't have to spend time looking for your information, or

YOUR BUSINESS NAME

RECIPIENT



YOUR ADDRESS AND PHONES NUMBER(S)

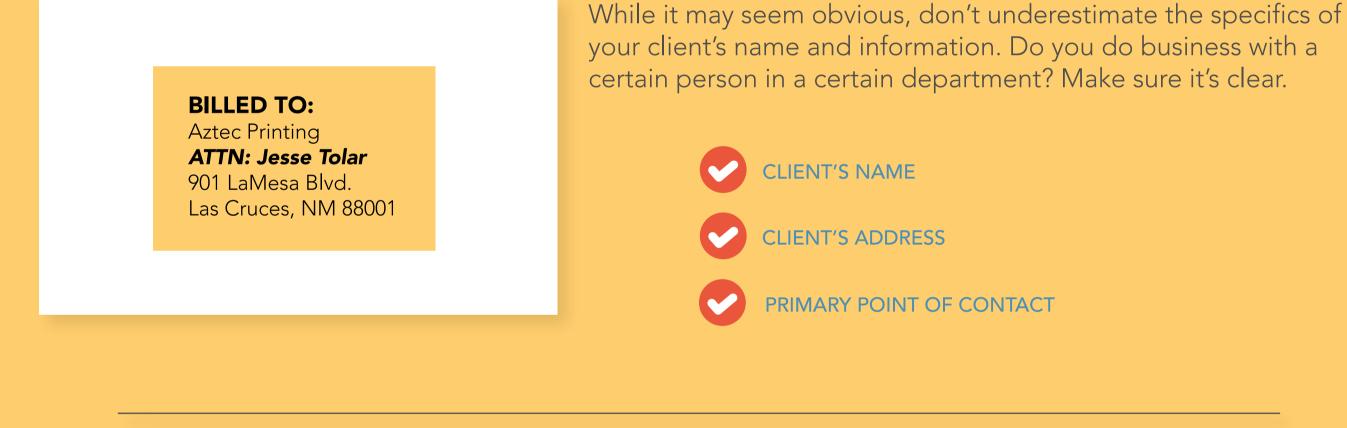


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DUE DATE & PAYMENT TERMS

This section should be used to remind customers of payment expectations. Are there term options such as 2/10 or net 30? You can also include information about refunds, and what happens if they miss a payment deadline.

TERMS & CONDITIONS:

DATE: May 13, 2016

DUE DATE: June 10, 2016

INVOICE: 19638721 To avoid confusion and to help expedite inquiries, Payment options: it's a good idea to make sure this information is Invoice & PO Identifiers: included on each and every invoice.

common.

It's no surprise that dates are important, but when it comes to invoices it is even more so. This information should

be readily available on an invoice, so don't leave it up to your customers to calculate due dates. It's also a good

idea to include the invoice date, in the event that discrepancies regarding payment arrival surface later on.

Also, if you offer payment terms and discounts, make sure to put these details front and center as well.



Item + Description

DAY PAYMENT IS DUE

CCEPTED PAYMENT OPTIONS

INVOICE NUMBER



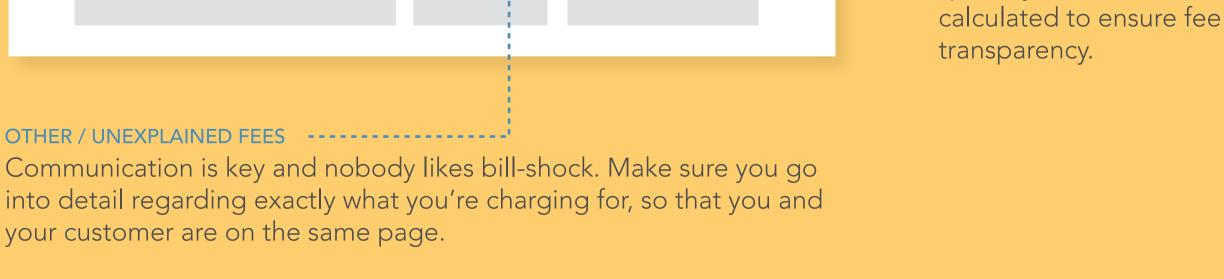
49% of invoice disputes are caused

by invalid or missing P.O. information.

Based on 100 CFOs, controllers and other accounting executives surveyed by TermSync during the first half of 2013.

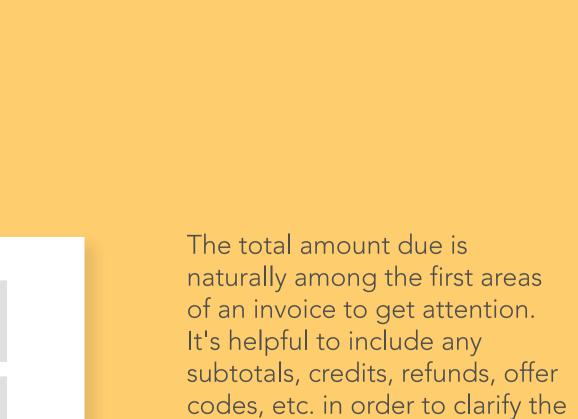
Although it may seem obvious, invoices lacking a

specific number of corresponding PO are quite



Other

GRAND TOTAL



total sum of charges.

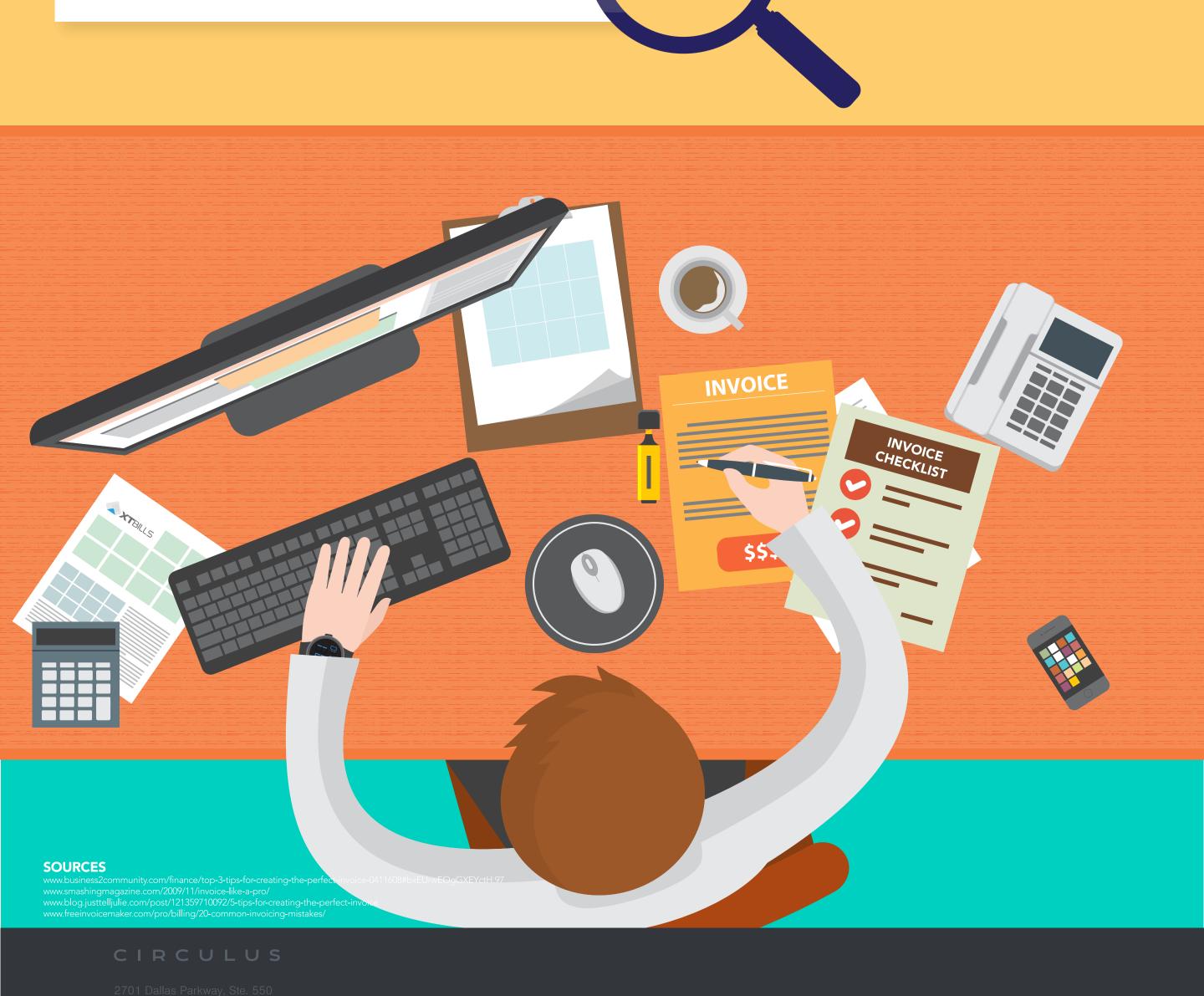
calculations are a must. As much

information as can be included

quantity) should be itemized and

(such as item number,

description, unit cost and



GRAND

TOTAL: