

Client invoicing

Last Modified on 06/11/2020 10:01 am GMT

Once your client has confirmed the booking, it's time to move onto invoicing:


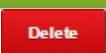
To invoice at client level:

- Use the **Client** tab to select the client you wish to invoice and click [View](#)


- Scroll to the bottom of the client page

- Click on the  option

- Enter the dates for the invoice period, select 

- View the draft invoice & click to  if you are happy with the results. If there are amendments needed at this stage, simply click . You will then be able to amend the booking & re-invoice as required.

Invoice billed and email sent to client.



1. Grange Park School Demo
12 Basset Court
Loake Close, Grange Park
Northampton
Northamptonshire
NN4 5EZ

John Smith (Badminton Northants) Invoice GP4849
06 November, 2020

Date	Description	Space	Time	Net Cost	VAT Rate	VAT Payable	Gross Cost
06/11/2020	Badminton	Badminton Court 2	17:00 - 18:00	£7.50	20%	£1.50	£9.00
13/11/2020	Badminton	Badminton Court 2	17:00 - 18:00	£7.50	20%	£1.50	£9.00
20/11/2020	Badminton	Badminton Court 2	17:00 - 18:00	£7.50	20%	£1.50	£9.00
27/11/2020	Badminton	Badminton Court 2	17:00 - 18:00	£7.50	20%	£1.50	£9.00

Net Total: £30.00
VAT: £6.00
Grand total: £36.00

Payment Terms
PAYMENT TERMS:
Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events.

PAYMENT ACCEPTED:
GoCardless: Preferred method

Prompt payments are very important to our venue – thank you for your cooperation.

Registered Office: Kajima Community, 55 Baker Street, London, W1U 8EW • Company Number: 123456 • VAT Number: 987654

£36.00 outstanding

All Invoices Print Invoice Send Reminder Void View Client Add Note Create a Reminder

Note - while invoice is at draft stage, it is not visible to the client.