



THE IDEAL ACCOUNTING INVOICE TEMPLATE

Leverage Your Invoices
to Get Paid Faster and Create
a Better Client Experience

Let's Talk Invoices

On first glance, sending invoices seems like a fairly straightforward process.



As a result, many accounting firms overlook the importance of this particular client interaction.

In our experience, a bad invoice creates confusion, generates questions, and can create a negative client experience.

A good invoice, on the other hand, provides clarity, answers questions before they come to you, and creates a positive client experience.

So if you're looking for a great invoice template, you're in the right place.

In this resource, I'm going to share two invoice formats that will serve two different kinds of clients.

In addition, you'll learn **new methods to streamline your invoicing process and make it even easier to get paid**. We're going beyond the invoicing format to provide you with our best practices for not only your invoices themselves, but also the process you use to prepare invoices and collect payments.

So you can build a simple yet powerful invoicing system that clients love while helping you find efficiencies in your workflow.

A Quick Overview of This Resource

- 1 Invoicing Best Practices**
- INVOICE TEMPLATE #1**
2 Narrative Style + Preparation Checklist
- INVOICE TEMPLATE #2**
3 Detailed Style + Preparation Checklist

Let's get started.

5 Invoicing Best Practices for Accounting Firms

1 Keep the Formatting Simple

Invoices shouldn't be complex. Avoid overly-detailed paragraphs of text and multiple pages. Keep the design simple and easy to read. Highly designed invoices with a lot of images can look great, but can cause problems in email service providers. Instead, keep the design minimal, give your clients the information they need, and leave it at that.

2 Tailor Your Invoice to Your Client

Not every client is the same. Some love to see all the details. Some want to see a stripped down version with a generic service summary and the costs. At ImagineTime, we recommend sending one of two types of invoices: Narrative or Detailed. The "Narrative" format is great for people who just want high level information. The "Detailed" format is best for people who love getting into the nitty gritty. In our experience, the Narrative format is best for most business owners, and for when you're value billing. The Detailed format is best for when you're working with another accountant or when you're billing by the hour.

3 Batch Your Invoicing to Save Hours Every Month

Stop invoicing your clients one at a time. Simply put, it's a huge waste of time. With the right [practice management software solution](#), you can shave hours off of your monthly invoicing by knocking out all these activities at once. For example, [Mango by ImagineTime](#) allows you to create and edit invoices in batches from a single screen. Whether you're value billing or billing by the hour, batching will make your invoicing process so much easier and much more efficient. We've found that this process can save 2-5 minutes per invoice!

Continue 

5 Invoicing Best Practices for Accounting Firms

4 Integrate Your Time-Tracking, Invoicing, and Payments

If you're billing straight out of Quickbooks (or a similar platform) you're missing a **huge** opportunity. One of the greatest areas for increasing efficiency and reducing AR in accounting firms is to integrate your time-tracking and billing with a one-click payment solution. By making it easier for clients to pay directly through the invoice, people pay more quickly. It's a win-win-win. It's easier to create accurate invoices quickly, you get paid sooner, and your clients have a better experience.

→ [Book a Demo of Mango Practice Management to explore adding this functionality to your firm.](#)

5 Work Towards “Zero AR”

You've provided a service and you deserve to get paid for it promptly. That's why we're big fans of the “Zero AR” concept for accounting firms. Instead of waiting for weeks or months for payments (which is effectively providing an interest-free loan to your clients!) use a payment solution integrated into your time and billing software so you can get paid right away. By establishing this expectation up-front with your clients, you can effectively reduce your AR to zero.

ACCOUNTING INVOICE TEMPLATE #1

Narrative Style

Narrative style invoices give your clients high-level information.

Think of this as the "basic" version.

It's a great tool to use when customers don't care too much about every little detail of what you did, they just want to know the general details and what they owe you. This format is best when working with non-accounting-minded business owners or when value billing.

ImagineTime, Inc.
1234 South School
Los Angeles, CA 95487
(877) 520-1525

INVOICE

AAA Electric - Accounting Department
234 Somewhere Ave
Lincolnton, NC A2n 6B7

Invoice Date: Mar-28-2022
Invoice Number:
Payment Terms: *Upon Receipt*
Client Number: *AAAA*

Summary of Services:

<u>Description</u>	<u>Amount</u>
Accounting services for the month of (thru 03-28-2022)	\$ 250.00
ACCOUNTING SERVICES (thru 03-28-2022)	\$ 1,966.00
ACCOUNTING SERVICES - engagement type description for the month of March 2022 (thru 03-28-2022)	
Total Services:	\$ 2,216.00

Summary of Expenses:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12-20-21	Test	\$ 275.00
01-26-22	test	\$ 150.00
02-01-22	Mileage	\$ 5.00
02-22-22	Next Day Delivery	\$ 250.00
02-10-22	Postage	\$ 50.00
03-28-22	Consultation Fee	\$ 150.00
Total Expenses:		\$ 880.00

Thank you for your Business during this Tax Season

Sales Tax:	\$ 317.40
Amount Due:	\$ 3,096.00
Previous Balance:	\$ 121,686.81
Total Balance Due:	\$ 124,782.81

Thank you for your Business during this Tax Season

QUICK INVOICE CHECKLIST

Narrative Style Invoice

Make Sure Each Invoice Includes

- Your Company Name and Contact Information
- Your Client's Company Name and Address
- Invoice Date
- Invoice Number
- Payment Terms
- Summary of Services
 - Individual and Total Amounts Required for Each Service
 - Relevant Dates
- Summary of Expenses (If Applicable)
 - Date of Expense
 - Description of Expense
 - Individual and Total Amounts of Each Expense
- Polite Sign-Off

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ACCOUNTING INVOICE TEMPLATE #2

Detailed Style

Detailed Style invoices give your clients the nitty gritty details.

Think of this as the “thorough” version.

As it's name suggests, it provides a more detailed breakdown of all of the work that was done, by whom, how long it took, and more. It's a good option for customers who prefer to see a lot of granularity around their billing reports. This format is best when working with an accounting-minded person or when billing by the hour.

ImagineTime, Inc.
1234 South School
Los Angeles, CA 95487
(877) 520-1525

AAA Electric - Accounting Department
234 Somewhere Ave
Lincolnton, NC A2n 6B7

INVOICE

Invoice Date: Mar-28-2022
Invoice Number:
Payment Terms: *Upon Receipt*

ACCOUNTING SERVICES (Summary of Services)

Date	Staff	Description	Hours	Rate	Amount
01-09-22	PS	1290 - Monthly Bookkeeping Services	1.00	\$ 200.00	\$ 200.00
01-25-22	CI		0.25	\$ 25.00	\$ 6.25
01-25-22	CI	1290 - Monthly Bookkeeping Services	0.75	\$ 175.00	\$ 131.25
01-26-22	PS	1290 - Monthly Bookkeeping Services	0.17	\$ 200.00	\$ 34.00
01-26-22	PS	1290 - Monthly Bookkeeping Services	2.00	\$ 200.00	\$ 400.00
01-27-22	PS	1290 - Monthly Bookkeeping Services	1.00	\$ 200.00	\$ 200.00
01-27-22	PS	1290 - Monthly Bookkeeping Services	0.17	\$ 200.00	\$ 34.00
01-31-22	PS	Assembly	1.00	\$ 100.00	\$ 100.00
01-31-22	PS	1290 - Monthly Bookkeeping Services	0.17	\$ 200.00	\$ 34.00
02-01-22	PS	1290 - Monthly Bookkeeping Services	2.75	\$ 200.00	\$ 550.00
02-01-22	PS	1290 - Monthly Bookkeeping Services	0.17	\$ 200.00	\$ 34.00
02-01-22	PS	1290 - Monthly Bookkeeping Services	1.00	\$ 200.00	\$ 200.00
02-08-22	PS	1290 - Monthly Bookkeeping Services	3.00	\$ 200.00	<i>No Charge</i>
02-08-22	PS	payroll	0.17	\$ 250.00	\$ 42.50
Sub-Total					\$ 1,966.00

ACCOUNTING SERVICES (Summary of Expenses)

Date	Description	Amount
01-26-22	PS test	\$ 0.00 \$ 150.00
02-01-22	PS Mileage	\$ 0.00 \$ 5.00
02-10-22	PS Postage	\$ 0.00 \$ 50.00
02-22-22	PS Next Day Delivery	\$ 0.00 \$ 250.00
Sub-Total		\$ 455.00

Monthly Bookkeeping (Summary of Services)

Date	Staff	Description	Hours	Rate	Amount
12-20-21	CI	1290 - Monthly Bookkeeping Services	2.50	\$ 100.00	\$ 250.00

Thank you for your Business during this Tax Season

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AAA Electric - Accounting Department
234 Somewhere Ave
Lincolnton, NC A2n 6B7

INVOICE

Invoice Date: Mar-28-2022
Invoice Number:
Payment Terms: *Upon Receipt*

Sub-Total \$ 250.00

Monthly Bookkeeping (Summary of Expenses)

Date	Description	Amount
12-20-21	PS Test	\$ 0.00 \$ 275.00
Sub-Total		\$ 275.00

1040 Personal (Summary of Expenses)

Date	Description	Amount
03-28-22	PS Consultation Fee	\$ 0.00 \$ 150.00
Sub-Total		\$ 150.00

Total Services \$ 3,096.00
Total Expenses \$ 880.00
Sales Tax \$ 317.40
Invoice Amount Due \$ 3,096.00
Previous Balance \$ 121,686.81
Total Balance Due \$ 124,782.81

Thank you for your Business during this Tax Season

QUICK INVOICE CHECKLIST

Detailed Style Invoice

Make Sure Each Invoice Includes

- Your Company Name and Contact Information
- Your Client's Company Name and Address
- Invoice Date
- Invoice Number
- Payment Terms
- Summary of Services
 - Date Each Services Was Performed
 - Staff Member Who Performed the Service
 - Description of Service
 - Number of Hours
 - Billable Rate
 - Individual and Total Amounts Required for Each Service
- Summary of Expenses (If Applicable)
 - Date of Expense
 - Staff Member Who Incurred the Expense
 - Description of Expense
 - Individual and Total Amounts of Each Expense
- Polite Sign-Off

→ [Download this PDF template](#)



Ready to Supercharge Your Invoicing?

Save Time, Get Paid, and Get Back to Your Real Work with [Mango Practice Management](#).

The Truly All-in-One Practice Management Software

Built by Accountants for Accountants

- ✔ Secure File Sharing
- ✔ Document Management
- ✔ Electronic Signatures
- ✔ Payments
- ✔ Time Tracking
- ✔ Billing
- ✔ Custom Workflows
- ✔ Plug-and-Play Workflow Templates
- ✔ Due Date Management

Book a demo today or start your free trial below.

[Book a Quick Demo](#)

[Get Started for FREE!](#)

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