VYR-FREE-INVOICE-01 · Get Paid guide · free · a VyRal Dynasty product

Get Paid — *the invoice guide*

What every invoice needs, how to set terms, and what to send when the money doesn't come.

What every invoice needs

- Your business name, contact and address — and your license, USDOT or MC number if your trade uses one
- The word “Invoice,” a unique invoice number and the date
- Your customer's name and address
- What you did, how many, at what rate — one line per item
- Subtotal, any discount, sales tax if it applies, total, anything already paid, and the balance due
- Payment terms and a due date
- How to pay you — check, transfer, card link
- A reference the customer uses: job site, PO number or load number

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Payment terms, in plain words

- **Due on receipt** — pay when you get this. Good for homeowners and one-time jobs.
- **Net 7 / Net 15 / Net 30** — due 7, 15 or 30 days after the invoice date. Common with businesses, property managers and brokers.
- **Deposit** — part paid before you start. Show it on the invoice as “Paid” so the balance is right.
- **Late fees** — only if the customer agreed to them before the work, and only as your state allows. Put the wording on the invoice exactly as you agreed it.

Sales tax — every state is different

Whether your work is taxable, and at what rate, depends on your state and sometimes your city or county. Some states tax services like cleaning or landscaping; others don't. Check your state department

of revenue (a .gov site), then set the rate in the invoice maker and tick only the taxable lines.

Did the job pay you?

An invoice says what you charged. It doesn't say what you kept. The private check in the invoice maker does:

Example EXAMPLE

Invoice: $450 for a pressure washing job. Chemicals $38, a $25 rental, 42 miles at $0.65 a mile you worked out for your own truck, 5 hours including drive time.

Costs: $38 + $25 + (42 × $0.65 = $27.30) = $90.30. Kept: $450 − $90.30 = **$359.70**. Per hour: $359.70 ÷ 5 = **$71.94** CALCULATED

When the money doesn't come — what to send

1 day after the due date

“Hi [name], quick note — invoice [number] for [job] was due [date]. Here it is again in case it got buried: [attach]. You can pay by [method]. Thank you!”

7 days late

“Hi [name], following up on invoice [number] for [amount], now a week past due. Can you tell me when it'll be paid? If something on it doesn't look right, tell me and I'll fix it today.”

30 days late

“Hi [name], invoice [number] for [amount] is 30 days past due. I need payment by [date]. If there's a problem, call me at [phone] so we can settle it. After that date I'll follow the next steps in our agreement.”

Keep every message. Use the billed-vs-paid list to see what's owed and what's late. If you work in construction, your state's lien deadlines may be running — check them early.

Where this leads next

Vera Quote Desk — the quote before the invoice. **LeakReceipts** — finds the money you billed and never got. **LeakReceipts Collections Follow-Through** — overdue invoices followed up until they're paid or honestly closed. All at vyralmall.com and leakreceipts.com.

Questions — support@vyraldynasty.com
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`Runs on VyRal OS — the VyRal operating system`

Built with AI from sourced research and checked against those sources on 11 November 2026. AI can make mistakes — check anything important against the source printed beside it before you act. Vera is here 24/7 at vyralmall.com.

WE WALK BY FAITH NOT BY SIGHT — 2 Corinthians 5:7