

## INVOICE LETTERS: WHERE DO WE FIND AND WHAT ARE THEIR USES

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### Abstract

This article aims to provide readers with information about invoice letters. This article can help learning, especially for business management majors in learning English in each of these courses. For those who already know, hopefully they can understand better, for those who haven't expected it will be useful additional knowledge. This article is a library research, the writer collect some sources about invoice and investigate some documents from companies. This article generally discusses business letters, but what is more emphasized here is about invoices. Many people are still confused about what an invoice is, where we can find an invoice and what it is used for. Therefore, this article discusses this problem.

Keywords: Invoice Letters, Business Letters

## 1. INTRODUCTION

In a business transaction, someone will be familiar with invoice letters. An invoice letter is not just a formality document for business, but it has impact to supplier and customer relationship. A good letter will give a warm situation. That's why someone needs to prepare it professionally.

An invoice letter is a type of business and financial letter sent along with an invoice. The invoice contains payment details. A medium requires a beneficiary to complete a required transaction within a stipulated time. This invoice is typically used by multiple companies to send invoices or send emails to customers with different requirements. Invoices should be professional and well-designed.

Proper payment invoices help you track delinquent amounts and stay financially secure. An invoice definition is a note describing the goods sent to the buyer along with the price. This memo is created by the seller and is typically sent to the buyer to request payment or simply notify the invoice if the payment is on credit (Harianto, 2018).

There are several ways to send your invoice. Invoices can be sent by email or regular mail. You can choose it, but email is quicker and less delayed because you don't have to wait at the post office for delivery.

## **Types of Sending Invoices**

There are 2 types of sending invoices:

### ***invoice via e-mail***

Email is the newest method of formal business communication. It is the most widely used method of written communication which is usually carried out in a conversational style. It is used when there is a need to communicate with a large audience within an organization. This method is very easy and easy to use anywhere and anytime, you don't need a long time to make it and deliver it to where you are going.

### ***traditional invoice letters***

There's nothing wrong if you use this type, but it can drain your time a lot where you have to make a letter and then take it to the post office.

That said, there are times when it's better to send an invoice by mail. Let's say you're dealing with unpaid invoices, for example. You may wish to send a copy of the new invoice by invoice letter by registered mail or courier. This requires documents to be handed over to the person who has to sign them.

If the problem escalates and the client tries to claim they never received your invoice, you'll have proof of delivery. While it's unpleasant to think that you might have to take a client to court for unpaid bills, you can't rule this possibility out. Hopefully it doesn't come to that, but if it does, you've taken positive steps to protect the integrity of your business. This is best practice.

## **2. METHOD**

### **How Structure Invoice Letters**

#### ***get a template***

A blank document or template is the easiest and most effective way to create an invoice. There are many invoice business templates available on the internet. Simply open your favorite word processing software and create a new blank document, or open a template and continue.

#### ***insert your address***

If you do not have letterhead, write your name or business name and full address (street, city, state, and zip code) at the top of the letter. Align text to the left.

Standard address format:

Name

Company

Street Address

City State Zip Code

For example:



Jauza Azki  
Trade Logistic  
12 Batamindo State 235  
Batam Indonesia 24598

***add the date***

Add either the date the invoice was written or completed if you wrote the letter over a number of days.

Use American Date Format: month, day, year.

For example: December 22, 2022.

***include the recipient address***

Add the recipient's address below the date. Include the recipient's name, title, company, and address. Be sure to include the street, city, state, and zip code. Must be left aligned on one line below the date.

We recommend entering a specific name here. Entrepreneurs are advised to check their billing address carefully. This is especially important for large businesses that need to send invoices directly to their finance department or third-party payment processor.

Contact your customer to discuss who is paying, who the invoice should be addressed to, and who should be copied on the invoice. Invoices are addressed to the primary payer.

Personal title

When adding a contact's name, you may wonder which title to use. Standard personal titles are:

Mr. Mrs. Mrs. Dr.

For women, it can be Miss, Mrs, or Ms. When in doubt, Ms.

### ***add a salutation***

It's time to open the letter. Use the same name and title as the recipient's address. Add a greeting below the recipient's address.

If you know the recipient well, you can use their first name only. Otherwise, use the individual's title and surname. Add a colon at the end.

For example:

- Dear Ririn
- Dear Ms. Jecklyn

### ***write the body of the letters***

Enter characters with spaces and align the paragraph to the left. You don't need to indent the first line. Insert a blank line between each paragraph.

The content of the letter should be as clear and concise as possible. First, include a friendly opening. Here's a sample:

Hope that you're well.

Then, get right to the point:

- Please find attached invoice [856] for [shipbuilding].
- Your order of [iron 28cm] has been shipped. Please find attached an invoice for these items.

Now add some payment details, such as:

Please send payment via check or direct deposit.

Please note we charge a late fee of 6 percent per week.

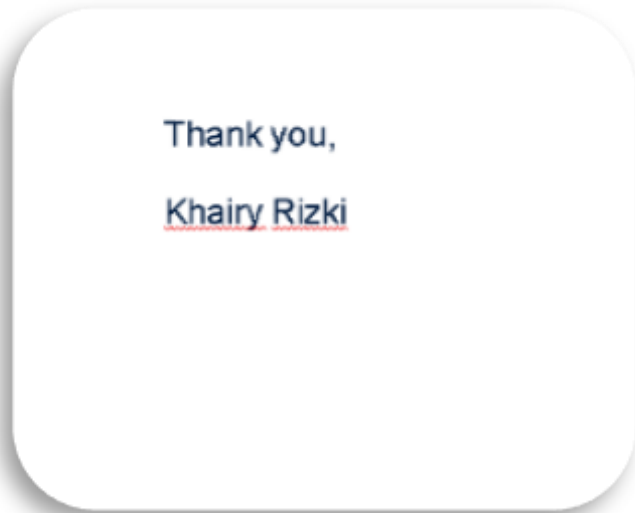
It's best to list the right contact in case they have any questions:

- If you have any questions about your invoice, please contact [abbdul] at [shipyard325@gmail.com].
- I'll be back in the office next week if you have any questions or concerns.

***write the closing***

The end is one line after the last line of the body. Only the first word should be capitalized and a comma should be added at the end. If you add a signature, he adds four blank lines between the opt-out and your name.

For example:



### ***mention attachments***

Attachments (in this case invoices) are also known as attachments. Write "Attachments" four lines below the degree. You can add the number of attachments or list them by name.

For example:

- Housing: 3
- Housing: Invoice 898, preliminary drawing, 3D model

## **3. RESULTS AND DISCUSSION**

### **Where Do We Find Invoice Letters**

Like the understanding that invoice letters are letters of a note describing the goods sent to the buyer along with the price. This note is made by the seller and is usually sent to the buyer to request payment or simply to inform the invoice if payment will be made on a credit basis. So usually these invoice letters can be found in the office section, namely shopping, where these invoice letters are really needed for recording warehousing, accounting and so on. But many don't realize, from the little things that many people do now, namely ordering goods online, the application directly prints an invoice for something that you have purchased.

Example of online shopping invoice letters via Tokopedia:

DITERBITKAN ATAS NAMA

Penjual : INAUGURASI ROMAWI  
Pre-order : 20 Hari

UNTUK

Pembeli : Aliva Jauza  
Tanggal Pembelian : 10 Agustus 2022  
Alamat Pengiriman : Aliva Jauza

INFO PRODUK	JUMLAH	HARGA SATUAN	TOTAL HARGA
<b>MERCHANDISE INAUGURASI ROMAWI 2022</b> Berat: 500 gr	2	Rp65.000	Rp130.000
<b>TOTAL HARGA (2 BARANG)</b>			<b>Rp130.000</b>
Total Ongkos Kirim (1 kg)			Rp8.000
Biaya Asuransi Pengiriman			Rp700
<b>TOTAL BELANJA</b>			<b>Rp138.700</b>
Biaya Layanan			Rp 2.500
Biaya Jasa Aplikasi			Rp1.000
<b>TOTAL TAGIHAN</b>			<b>Rp142.200</b>

Kurir:

**SiCepat - Regular Package**

Asuransi Pengiriman Tokopedia

Metode Pembayaran:

**Alfamart / Alfamidi / Lawson / Dan+Dan**

Invoice ini sah dan diproses oleh komputer  
Silakan hubungi **Tokopedia Care** apabila kamu membutuhkan bantuan.

Terakhir diupdate: 03 September 2022 14:02 WIB

## **What is the use of an invoice for the seller**

### ***sales function***

This function is responsible for receiving and fulfilling orders directly from customers. Documents required for cash sales invoices and sales transactions in the form of travel document. The document he produced in two copies. Cache function you are responsible for obtaining proof of bank transfer or cash from the customer as proof of payment. Stamp "Paid" on cash sales invoices.

### ***storage function***

The warehouse function checks the stock of ordered goods, prepare the goods according to the sales documents and ship the goods customer.

### ***billing function***

This function is responsible for recording cash sale transactions and issuing tax invoices. Record HPP.

For sellers, invoices are also included in the documents used in the sales accounting systems as follows:

#### 1. Cash sales invoice

Cash sales invoices contain billing information for cash sales transactions; Customer payment standard.

#### 2. Buyer's ID

This document is his NPWP/KTP format for creating a tax invoice.

#### 3. Transfer certificate

A proof of transfer is provided by you as proof of payment for your purchase.

#### 4. Travel documents

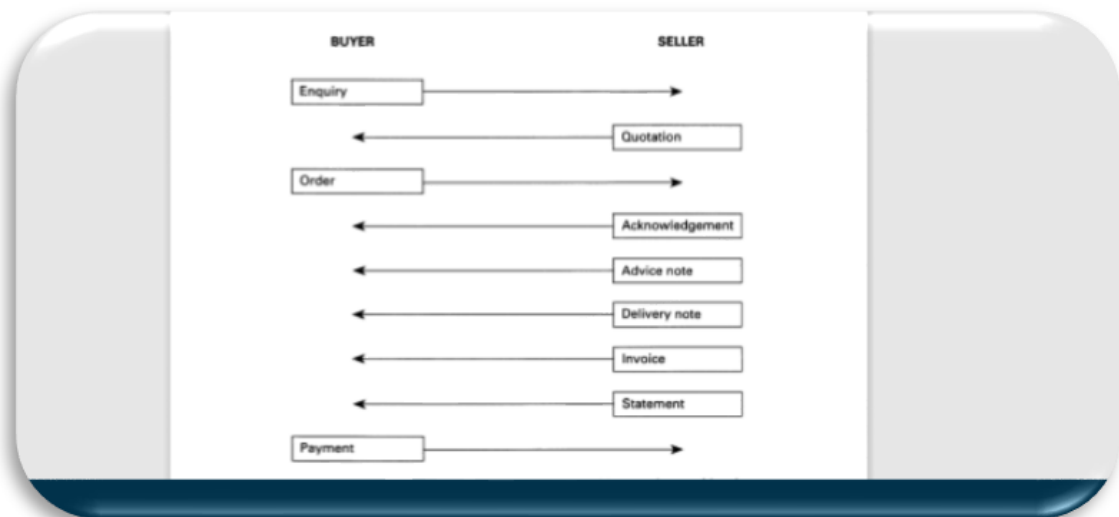
A shipping document is a shipping document to a customer that contains all the shipped goods.

#### 5. Tax invoice

Invoice is a proof of tax collection on the occurrence of goods delivery transactions or services.

#### 6. Processing Invoice





#### 4. CONCLUSION

Invoice letter is a part of business letter. An invoice is an important document in trading and it is used as a warehousing and accounting record. Delivery of invoices can also be sent through traditional or modern, traditional delivery by sending by post or other delivery services. The traditional way of using email can be done anywhere and anytime. Invoice letters also have a writing structure, namely: Get a Template, Insert Your Address, Add the Date, Include the Recipient Address, Add a Salutation, Write the Body of the Letter, Write the Closing, Mention Attachments.

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