

A background image showing a hand holding a white pen over a calculator and several invoices. The invoices are stacked and one is clearly visible with the word 'INVOICE' printed on it. The entire scene is overlaid with a semi-transparent green filter.

INVOICING FOR SOLE TRADERS

Course Code: CT1920015

TRAINING OUTLINE

This workshop provides sole traders with practical insights into how best to manage the client invoicing task for their specific businesses.

Key topics covered during the workshop include:

- Tracking time, materials and associated expenditures to correctly bill clients
- Top tips for issuing invoices and collecting payments
- Using technology applications to make the invoicing task easier

TRAINING OVERVIEW

Delivery Mode: Workshop

Contact Hours: 2

Completion Certificate: No

PARTICIPANT PROFILE

This workshop is suitable for managers and leaders in Non-Profit and SME organisations.

To enquire about eLearning, workshops or seminars, please email: learning@cramdentech.com

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