



COURSE CODE: S14114

INVOICING FOR SOLE TRADERS

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
- Understanding the relationship between invoicing and cash flow

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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