**2.3 I can assess the strengths and weaknesses in my final work**

Below is a table showing some strengths and weaknesses I have identified from the template I have produced, expanded on below.

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Clear | Differing fonts |
| Good sized font | Style could be better |
| Document small size and so loads promptly | Contact details could be clearer |

**Font**

Whilst the font I have used is clear, I think there are a few means of improvement. Notably the font should all be the same, or more similar. There is no reason to have the details being put onto the invoice in a different colour and font to the static titles. Neither is there a reason to have the contact details for Bravo Debt Recovery in a different font to the business name.

I also think the contact details should be made larger and more clear, as these are the details someone would use to contact the team. Given the white background in the lower half of the letter, I think the green colour is contrasted well with the white background however.

**Layout**

I think the layout of the top of the invoice is typical for the type of document that it is, and so would be intuitive to complete. In hindsight I would have left a gap underneath the table before the totals section, or formatted it to be an extension of the table. As it is it looks separate as if added as an afterthought. I would also have centred the titles on the table and the text within so it looked clearer.

**Accuracy**

All information on the invoice is accurate, and I don’t think more could be added.

**Peer reviews**

One reviewer said that they liked the logo, the formatting of the font, and colours used. They did say however that the titles on the table should have been the same green colour used at the top of the invoice. They also didn’t like that the word invoiced wasn’t aligned with the text below and thought that in the table description should be before quantity, rather than after.

Another reviewer said also that they felt description should come before quantity, but they didn’t like the colour. They weren’t able to say which they would have preferred.