| To | [Company name client] | From | [Company name] |
| --- | --- | --- | --- |
|  | [Recipient’s name] |  | [Street name + number] |
|  | [Street name + number] |  | [Postcal code + city] |
|  | [Postal code + city] | CoC number | [CoC number] |
|  |  | VAT-id | [VAT numer] |
|  |  | Bank: | [Bank name] |
|  |  | IBAN: | [IBAN code] |
|  |  | BIC: | [BIC code] |
|  |  | Phone: | [Phone number] |
|  |  | Email: | [Email] |
|  |  | Website: | [Website] |

## **Invoice**

| Invoice number: | [Invoice number] |
| --- | --- |
| Invoice date: | [MM-DD-YY] |
| Your reference: | [Reference number] |
| Expiration date: | [MM-DD-YY] |

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**Date Description Amount United price VAT Total**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| [MM-DD-YY] | [Item description] | [X] | [Price} | [%] | [Price] |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| Total excl. VAT |  |  |  |  | [€ price] |
| --- | --- | --- | --- | --- | --- |
| Total incl. VAT |  |  |  |  | [€ price] |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  | **Amount due:** |  | **[€ price]** |
| --- | --- | --- | --- | --- | --- |

We kindly ask you to settle the outstanding amount within [amount] days, stating the invoice number.

Our general terms and conditions apply to all services and are available on our website.