

YOUR CUSTOMER'S (COMPANY) NAME

 (Company) name
 Attn: person or department
 Address
 Postal code + city + country

YOUR COMPANY NAME

Your company name
 Your address
 Your postal code + city
 + country

 Coc-number: 123456789
 VAT-id number: NL987654321B01

INVOICE

 Bank: Bank account details
 IBAN: NL10 BANK 0123 4567 80
 BIC: Bank account BIC

 Phone-number: +31(0)6 12 34 56 78
 e-mail address: my@emailaddress.nl
 Website: www.mywebsite.nl
INVOICE NUMBER

XXXXXXXXXXXX

INVOICE DATE

DD-MM-YYYY

EXPIRY DATE

DD-MM-YYYY

YOUR REFERENCE

XXXXXXXXXXXX

DATE	DESCRIPTION SERVICES	QTY	€/Piece	VAT	TOTAL
DD-MM-YYYY	X-Services rendered in NL	6	€100	21%	€600
DD-MM-YYYY	Y-Services rendered in NL	3	€200	21%	€600
DD-MM-YYYY	Z-Services rendered in NL	2	€300	21%	€600
TOTAL EXCL. VAT					€1.800
21% VAT					€ 378
TOTAL PAYABLE					€2.178

We kindly request you to pay the total amount of EUR 2.178 within 14 days to our account NL.10.BANK.0123.4567.80, held by [your company name] in [city] (NL), with mention of invoice-number [XXXXXX]

DISCLAIMER

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