

Invoicing

Basic Information on the Invoice

Unique Invoice Number (sequential, no duplicates)

Invoice Date

Supplier's Name, Address, and VAT Number (if registered for VAT)

Customer's Name and Address

Description of Goods or Services

Clear description of each product or service supplied

Quantity of goods or extent of services provided

Date of Supply

Date when goods/services were supplied (if different from invoice date)

Amount Charged

Price per item or service

Total amount excluding VAT

VAT rate applied (if VAT registered)

Total VAT amount charged

Total invoice amount including VAT

VAT Specific Requirements (If VAT Registered)

Your VAT number must be shown on the invoice.

Indicate VAT rate(s) applied (standard, reduced, zero).

Currency

Additional Optional but Recommended Info

Payment terms

Suppliers contact details

Your business registration number

Smart Invoice

Invoice Header

Invoice # INV-000123
Invoice Date [DD/MM/YYYY]
Currency [EUR/USD/etc.]

Supplier (Solo Trader)

Name: [Your Name / Business Name]
Address: [Street, City, Country]
VAT Number: [If registered]
Business Registration Number: [Optional]
Contact Email/Phone: [Optional]

Customer (Client)

Name:
Address:

Description of Goods / Services

Description	Quantity	Unit Price	VAT Rate	VAT Amount	Line Total
[Service/Product]	[x]	€[x.xx]	[23%]	€[x.xx]	€[x.xx]

Invoice Totals

Subtotal (excl. VAT) €[xxx.xx]
Total VAT €[xx.xx]
Total (incl. VAT) €[xxx.xx]

Payment Terms

Payment due: [e.g., within 14 days]
Payment method: [Bank Transfer / PayPal / Revolut etc.]
IBAN
BIC/SWIFT

Notes (Optional)

Thank you for your business!
For questions or clarifications, contact: [you@mail.com]