

LIST OF SAMPLE INVOICES

1 Required Information Contained in the Invoices

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2 Sample Format Invoices

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Illustration: VAT Invoice

INVOICE

1 SALES INVOICE
SERVICE INVOICE
COMMERCIAL INVOICE

2 **SANDBOX** **3**
ANNYEONG SEYOH & CO
VAT REG TIN 123-456-789-00000
4TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-
SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000

4

5 Invoice No. 5000001

6 ☐ CASH SALES
☐ CHARGE SALES Date: _____

7 **SOLD TO:**
Registered Name :
TIN :
Business Address :

8

Item Description/ Nature of Service	Quantity	Unit Price	Amount

10

VATable Sales	
VAT	
Zero-Rated Sales	
VAT-Exempt Sales	

9

Total Sales (VAT Inclusive)	
Less: VAT	
Amount : Net of VAT	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Add: VAT	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

If applicable.

☐ Received the amount of _____

11 SC/PWD/NAAC/MOV/
Solo Parent ID No.:
SC/PWD/NAAC/MOV/
Signature: _____

12

PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00087
DATE ISSUED: 06-FEB-2024

BIR AUTHORITY TO PRINT NO.: 3AU00000805822
DATE ISSUED: 23-FEB-2024
APPROVED SERIES: 5000001 – 5000500 10BKLTS (3X)

1	Must have the word 'Invoice' printed. Any type of invoice description can be used, provided that the word 'Invoice' is bigger.
2	Seller's Logo (Optional)
3	Business Name/Trade Name (Optional)
4	Seller's information: a. Registered Name as shown in BIR COR b. VAT REG statement followed by TIN and branch code c. Registered Business Address
5	Serial number
6	Date of transaction
7	Space provided for Buyer's information: a. Buyer's Registered Name as shown in BIR COR/ Customer's Name if B2C. b. Buyer's TIN c. Buyer's Registered Business Address

8	Details of transaction: a. Description of goods or nature of service b. Quantity c. Unit price/cost d. Amount
9	Total amount of sale, VAT inclusive; Breakdown of VAT exemption and discount
10	VAT amount as separate item; Breakdown of VATable sales, VAT amount, Zero-rated sales and VAT-exempt sales.
11	Senior Citizen (SC), PWD, National Athletes and Coaches, Solo Parent (SP), Medal of Valor (MOV) Awardee or his/her dependents details: a. ID No. or any government-issued ID No. b. Signature
12	Permit to Use and ATP Details: a. ATP No./OCN, date issued b. BIR Permit No. c. Approved inclusive serial nos.

Illustration: Non-VAT Invoice

INVOICE

1 SALES INVOICE
SERVICE INVOICE
COMMERCIAL INVOICE

2 **SANDBOX** **3**
Operated by
ANNYEONG SEYOH & CO
NON-VAT REG TIN 123-456-789-00000
4TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-
SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000

4

5 Invoice No. 5000001

6 ☐ CASH SALES
☐ CHARGE SALES Date: _____

7 **SOLD TO:**
Registered Name : _____
TIN : _____
Business Address : _____

8

Item Description/ Nature of Service	Quantity	Unit Price	Amount

9

Total Sales	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

10 "THIS DOCUMENT IS NOT VALID
FOR CLAIM OF INPUT TAX."

11

SC/PWD/NAAC/MOV/ Solo Parent ID No.:	
SC/PWD/NAAC/MOV/ Signature:	

12

PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00059
DATE ISSUED: 06-FEB-2024

BIR AUTHORITY TO PRINT NO.: 3AU000000805782
DATE ISSUED: 23-FEB-2024
APPROVED SERIES: 5000001 – 5000500 10BKLTS (3X)

1	Must have the word 'Invoice' printed. Any type of invoice description can be used, provided that the word 'Invoice' is bigger.
2	Seller's Logo (Optional)
3	Business Name/Trade Name (Optional)
4	Seller's information: a. Registered Name as shown in BIR COR b. Non-VAT REG statement followed by TIN and branch code c. Registered Business Address
5	Serial number
6	Date of transaction
7	Space provided for Buyer's information: a. Buyer's Registered Name as shown in BIR COR/ Customer's Name if B2C. b. Buyer's TIN c. Buyer's Registered Business Address

8	Details of transaction: a. Description of goods or nature of service b. Quantity c. Unit price/cost d. Amount
9	Total amount of sale; Breakdown discount
10	A phrase "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX" in bold letters.
11	Senior Citizen (SC), PWD, National Athletes and Coaches, Solo Parent (SP), Medal of Valor (MOV) Awardee or his/her dependents details: c. ID No. or any government-issued ID No. d. Signature
12	Permit to Use an ATP Details: d. ATP No./OCN, date issued e. BIR Permit No. f. Approved inclusive serial nos.

VAT INVOICE



SANDBOX

ANNYEONG SEYOH & CO

VAT REG TIN 123-456-789-00000

4TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-
SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000

INVOICE

Invoice No. 5000001

- ☐ CASH SALES
☐ CHARGE SALES

Date:

SOLD TO:

Registered Name :

TIN :

Business Address :

Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount

VATable Sales	
VAT	
Zero-Rated Sales	
VAT-Exempt Sales	

Total Sales (VAT Inclusive)	
Less: VAT	
Amount : Net of VAT	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Add: VAT	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

☐ Received the amount of

SC/PWD/NAAC/MOV/
Solo Parent ID No.:
SC/PWD/NAAC/MOV/
Signature:

PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00067
DATE ISSUED: 06-FEB-2024

BIR AUTHORITY TO PRINT NO.: 3AU00000805822
DATE ISSUED: 23-FEB-2024
APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X)

Sample Format:	INVOICE
Who will use:	Either or both seller of goods, properties or services rendered, leasing of properties

Reminder: Pursuant to Revenue Regulations No. 12-2013, Accredited Printers are prohibited to require minimum number of booklets for printing of principal and supplementary documents. Violation of this provision may result in the revocation of their accreditation. Should you experience or encounter any instances of non-compliance, you may report to the Revenue District Office for investigation or send an email to contact_us@bir.gov.ph, including the details and proof of claim.

NON-VAT INVOICE

**SANDBOX**

Operated by

ANNYEONG SEYOH & CO

NON-VAT REG TIN 123-456-789-00000

4TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-
SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000**INVOICE****Invoice No. 5000001**

- ☐ CASH SALES
☐ CHARGE SALES

Date:

SOLD TO:

Registered Name :

TIN :

Business Address :

Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount

- ☐ Received the amount of _____

Total Sales	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

**“THIS DOCUMENT IS
NOT VALID FOR CLAIM
OF INPUT TAX.”**

SC/PWD/NAAC/MOV/
Solo Parent ID No.:
SC/PWD/NAAC/MOV/
Signature:

PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00059
 DATE ISSUED: 06-FEB-2024

BIR AUTHORITY TO PRINT NO.: 3AU00000805762
 DATE ISSUED: 23-FEB-2024
 APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X)

Sample Format:	INVOICE
Who will use:	Either or both seller of goods, properties or services rendered, leasing of properties whose gross annual sales do not exceed the amount of Three million pesos (P3,000,000.00) or VAT threshold.

Reminder: Pursuant to Revenue Regulations No. 12-2013, Accredited Printers are prohibited to require minimum number of booklets for printing of principal and supplementary documents. Violation of this provision may result in the revocation of their accreditation. Should you experience or encounter any instances of non-compliance, you may report to the Revenue District Office for investigation or send an email to contact_us@bir.gov.ph, including the details and proof of claim.

VAT INVOICE – VAT EXEMPT SALE

**SANDBOX****ANNYEONG SEYOH & CO**

VAT REG TIN 123-456-789-00000

4TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-
SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000**INVOICE****VAT-EXEMPT SALE****Invoice No. 5000001**

- ☐ CASH SALES
☐ CHARGE SALES

Date:

SOLD TO:

Registered Name :

TIN :

Business Address :

Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount

Total VAT-Exempt Sales	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

SC/PWD/NAAC/MOV/
Solo Parent ID No.:SC/PWD/NAAC/MOV/
Signature:

**“THIS DOCUMENT IS
NOT VALID FOR CLAIM
OF INPUT TAX.”**


 PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00017
 DATE ISSUED: 06-FEB-2024

 BIR AUTHORITY TO PRINT NO.: 3AU00000805122
 DATE ISSUED: 23-FEB-2024
 APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X)

Sample Format:	INVOICE-VAT-EXEMPT SALE
Who will use:	Either or both seller of goods, properties or services rendered, leasing of properties

Reminder: Pursuant to Revenue Regulations No. 12-2013, Accredited Printers are prohibited to require minimum number of booklets for printing of principal and supplementary documents. Violation of this provision may result in the revocation of their accreditation. Should you experience or encounter any instances of non-compliance, you may report to the Revenue District Office for investigation or send an email to contact_us@bir.gov.ph, including the details and proof of claim.

VAT INVOICE – ZERO-RATED SALE

	SANDBOX ANNYEONG SEYOH & CO VAT REG TIN 123-456-789-00000 4 TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	INVOICE ZERO-RATED SALE Invoice No. 5000001	
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES		Date: 	
SOLD TO:			
Registered Name : TIN : Business Address :			
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount

Total Zero-rated Sales	
Less: Discount [SC/PWD/NAAC/MOV/SP]	
Less: Withholding Tax	
TOTAL AMOUNT DUE	

SC/PWD/NAAC/MOV/
 Solo Parent ID No.:
 SC/PWD/NAAC/MOV/
 Signature:


PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00097
 DATE ISSUED: 06-FEB-2024

BIR AUTHORITY TO PRINT NO.: 3AU00000805892
 DATE ISSUED: 23-FEB-2024
 APPROVED SERIES: 5000001 – 5000500 10BKLT5 (3X)

Sample Format:	INVOICE-VAT-ZERO-RATED SALE
Who will use:	Either or both seller of goods, properties or services rendered, leasing of properties


Reminder: Pursuant to Revenue Regulations No. 12-2013, Accredited Printers are prohibited to require minimum number of booklets for printing of principal and supplementary documents. Violation of this provision may result in the revocation of their accreditation. Should you experience or encounter any instances of non-compliance, you may report to the Revenue District Office for investigation or send an email to contact_us@bir.gov.ph, including the details and proof of claim.

NON-VAT INVOICE
MIXED SALES TRANSACTION

	SANDBOX Operated by ANNYEONG SEYOH & CO NON-VAT REG TIN 123-456-789-00000 4 TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	<h2 style="margin: 0;">INVOICE</h2> <p style="color: red; margin-top: 20px;">Invoice No. 5000001</p>																									
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES		Date: 																									
SOLD TO:																											
Registered Name : 																											
TIN : 																											
Business Address : 																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 45%;">Item Description/ Nature of Service</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;">Unit Cost/ Price</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount																				
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Exempt Sales</td> <td style="width: 50%;"></td> </tr> <tr> <td>Sales Subject to Percentage Tax</td> <td></td> </tr> </table>		Exempt Sales		Sales Subject to Percentage Tax		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Total Sales</td> </tr> <tr> <td style="width: 50%;">Less: Discount [SC/PWD/NAAC/MOV/SP]</td> <td style="width: 50%;"></td> </tr> <tr> <td>Less: Withholding Tax</td> <td></td> </tr> <tr> <td>TOTAL AMOUNT DUE</td> <td></td> </tr> </table>		Total Sales		Less: Discount [SC/PWD/NAAC/MOV/SP]		Less: Withholding Tax		TOTAL AMOUNT DUE													
Exempt Sales																											
Sales Subject to Percentage Tax																											
Total Sales																											
Less: Discount [SC/PWD/NAAC/MOV/SP]																											
Less: Withholding Tax																											
TOTAL AMOUNT DUE																											
<p>“THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX.”</p>		<div style="display: flex; justify-content: space-between;"> <div> SC/PWD/NAAC/MOV/ Solo Parent ID No.: SC/PWD/NAAC/MOV/ Signature: </div> <div style="border: 1px solid black; width: 100px; height: 40px;"></div> </div>																									
<div style="display: flex; justify-content: space-between;"> <div> PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00379 DATE ISSUED: 06-FEB-2024 </div> <div> BIR AUTHORITY TO PRINT NO.: 3AU00000808942 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLT5 (3X) </div> </div>																											

Sample Format:	INVOICE – MIXED
Who will use:	Taxpayer who is not VAT-registered and is subject to percentage tax under Title V of the Tax Code, but sells goods/services under Section 109 (A) to (CC) except (E) of the same Section, shall indicate the breakdown of Sales Subject to Percentage Tax (SSPT) and Exempt Sales in the Non-VAT Invoice.

PAYMENT RECEIPT

 SANDBOX CRIS P. BACON - PROPRIETOR REG TIN 123-456-789-00000 4 TH FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000							
PAYMENT RECEIPT No. 6000001							
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD	Payment Date: _____ Account No.: _____						
RECEIVED FROM:							
Registered Name : _____ TIN : _____ Business Address : _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description of Transaction/Nature of Service</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Payment for _____</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> </tbody> </table>		Description of Transaction/Nature of Service	Amount	Payment for _____			
Description of Transaction/Nature of Service	Amount						
Payment for _____							
“THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX.”							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TOTAL PAID AMOUNT</td> <td></td> </tr> <tr> <td colspan="2">Invoice Reference No.: _____</td> </tr> </table>		TOTAL PAID AMOUNT		Invoice Reference No.: _____			
TOTAL PAID AMOUNT							
Invoice Reference No.: _____							
<table style="width: 100%;"> <tr> <td style="width: 50%;"> PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00027 DATE ISSUED: 06-FEB-2024 </td> <td style="width: 50%;"> BIR AUTHORITY TO PRINT NO.: 4AU00000807820 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X) </td> </tr> </table>		PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00027 DATE ISSUED: 06-FEB-2024	BIR AUTHORITY TO PRINT NO.: 4AU00000807820 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X)				
PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00027 DATE ISSUED: 06-FEB-2024	BIR AUTHORITY TO PRINT NO.: 4AU00000807820 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLTs (3X)						

4TH FLOOR, BIR BLDG. SEN. SANTIAGO AVE., PINYAHAN
OFFICIAL RECEIPT

ACKNOWLEDGEMENT RECEIPT

4TH FLOOR, BIR BLDG. SEN. MIRIAM SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000
COLLECTION RECEIPT

Sample Format:	SUPPLEMENTARY INVOICE
Who will use:	Both seller of goods, properties or services rendered, leasing of properties
Purpose:	To record collection of payment or cash receipt

Reminder: Pursuant to Revenue Regulations No. 12-2013, Accredited Printers are prohibited to require minimum number of booklets for printing of principal and supplementary documents. Violation of this provision may result in the revocation of their accreditation. Should you experience or encounter any instances of non-compliance, you may report to the Revenue District Office for investigation or send an email to contact_us@bir.gov.ph, including the details and proof of claim.