SmartWerk Invoice Template v2.0

This enhanced invoice guide is tailored for Dutch ZZP and freelancers. Use it to create, edit and improve invoices with GPT or standard tools.

■ Example Invoice Template

From:
John Freelancer
Street 123
1011 AB Amsterdam
KvK: 12345678
BTW: NL001234567B01
IBAN: NL12INGB0001234567

To:
ACME BV
Keizersgracht 456
1017 EG Amsterdam

Invoice number: 2025-001
Date: 11 July 2025
Due date: 25 July 2025

Description: Graphic design project — 10 hours at €50/hour
Subtotal: €500.00
21% VAT: €105.00
Total: €605.00

Please pay to the IBAN above within 14 days.

■ Explanation of Fields

KvK: Your Chamber of Commerce number (Kamer van Koophandel). Required for invoices.

BTW: Dutch VAT number. Include only if you are VAT-registered.

IBAN: Dutch bank account. Payments must be made to this.

Invoice number: Use a logical system, like 2025-001, 2025-002, etc.

Date: Date of invoice issue.

Due date: Usually 14 or 30 days after the invoice date.

Description: What was the work? Be specific.

VAT rate: 21% is most common, some services use 9% or 0%.

■ Common Invoice Mistakes (and how to avoid them)

■ Forgetting KvK or BTW numbers
■ Using same invoice number twice
■ Not specifying due date
■ Vague descriptions like 'services rendered'
■ Missing IBAN or incorrect formatting

■ GPT Prompt to Generate Your Own Invoice

"Create a freelance invoice in Dutch for a web developer in Rotterdam. Include KvK: 12345678, BTW: NL123456789B01, 21% VAT, IBAN, invoice number and 14-day payment terms."

■ *SmartWerk Tip:*

Save your invoice prompts for reuse. Keep a Notion/Docs library and edit per client. GPT saves you time.

■ Download our editable Word & Google Docs templates at: SmartWerk.nl/resources (coming soon)

Questions? Email smartwerk.team@gmail.com • Website: SmartWerk.nl