

Invoicing

To collect your money, you have to make and send invoices to your clients. It is essential to create a complete invoice. You want to make sure the client understands where they are paying for. In the attachment below this chapter, you can see an example of an invoice. If you are subscribed to the VIP plan, your manager will handle your invoices and send you a monthly revenue overview. Make sure you select the right TAX rate for your country/state.

ROBIN NAP

Invoice

[Your Company Name]
[Your Contact Name]
[Your Street Name And Number]
[Your Postcode and City]
[Country]

[IBAN:]
[BIC:]
[Chamber of Commerce:]
[VAT Nr:]

[Company Name]
[Contact Name]
[Department Name]
[Street Name]
[Postcode and City]
[Country]
[VAT Nr:]

Invoice Number: 001
Invoice Date: 02/12/2021

Description	VAT	Amount
Booking Robin Nap	9%	€800.00
	Total (Ex. VAT)	€800.00
	9% VAT	€72.00
	Total (Incl. VAT)	€872.00

Payment is due before 16 December 2021 (14 days)