

How to build your invoice?

You have done the work. Now it is time to send your customer the invoice. The Tax Administration has several requirements for invoices, unlike the quotation. What must you include? An overview of the basics:

COPYWRITING HENK HERMANS

Koninklijke Trappenfabriek 'De Trede'
Attn. Mrs. G. Janssen
Liftweg 135
7009 ZZ Doetinchem

INVOICE

Date: february 20 2022
Project reference: 5387-TREDE
Regards: anniversary book
Invoice no.: 20220115
Client no.: 20220007

Delivered 18 February 2022:

- Copy production (80 hrs at € 70) € 5,600
- Design (fixed price) € 1,250
- 10 photos at € 150 € 1,500
- DTP (30 hrs at € 60) € 1,800
- Printing costs (1000 copies):
 'deluxe' peper quality € 3,000
- Travel costs
 3x Harlingen-Doetinchem (1.140 km * € 0.19 per km) € 216.60 +

Subtotal	€ 13,366.60
VAT 21%	€ 2,806.99 +
Total	€ 16,173.59

Payment of this invoice is due in 14 days after the invoice date.
Please pay stating your client and invoice number.

Please contact us within 14 days of the invoice date if you have any questions regarding this invoice.

Vestdijk 101-a • 8861 BM Harlingen • T 06 1234 5678
info@henkhermans.nl • www.henkhermans.nl • KVK 12345678
IBAN NL99 ABCD 0123 4567 89 • Btw-id NL123456789B01

Annotations:

- State your contact's name and the client's address.
- Indicate what the invoice is about: describe the products and/or services provided.
- Give each client a unique number: this will make keeping records easier.
- Describe the products and services delivered in as much detail as possible.
- Indicate which VAT rate you use, and to how much the VAT amounts. If different VAT rates apply, mention them separately. Note: if you invoice travel costs, you must levy VAT over those as well.
- State the invoice date and the date of delivery of goods and/or services.
- State the invoice number. All your invoices are numbered consecutively.
- Tip: clearly state the payment term, and indicate that the invoice and client number must be included in the payment details.
- If the client disagrees with the invoice, they must notify you within the stated payment term, preferably in writing.
- Send your invoice on company stationery that contains your address and contact details. State your KVK, VAT-ID, and IBAN numbers. For international payments, include the Bank Identification Code (BIC).

Source: KVK.nl

KVK strives to provide the most up-to-date, complete, and accurate information possible via its online channels. Nevertheless, errors may occur. If you encounter an error, or find information is missing, please notify us. We will be most grateful.

Check all invoice requirements at [KVK.nl/invoice](https://www.kvk.nl/invoice)