

Invoice

Supplier Details

Company Name Ltd.
123 Office Park
City, ZIP 12345
VAT Number: 123456789
Email: info@company.com

Customer Details

Client Inc.
456 Business Center
Other City, ZIP 67890
VAT Number: 987654321
Email: client@email.com

Invoice Number: INV-2024-001

Date of Issue: 2024-06-20

Due Date: 2024-07-04

#	Description	Quantity	Unit Price	VAT %	Total
1	Consulting Services	8	€100.00	20	€800.00
2	Software License	2	€250.00	20	€500.00
Subtotal			€1,300.00		
VAT (20%)			€260.00		
Total Due			€1,560.00		

Payment Method: Bank Transfer

Bank Account: IBAN DE00 1234 5678 9101 1121

SWIFT/BIC: ABCDEFGHXXX

Important Notes:

- All required elements must be present in an RTF-format invoice to ensure legal compliance.
- Check local tax authority requirements for mandatory invoice data in your jurisdiction.
- Do not modify invoice numbers after issuance; maintain an unbroken sequence for accounting purposes.
- Securely store original and sent RTF invoice files for the duration specified by law.