

Company Name Ltd

123 Main Street
City, ZIP 10000
Country
VAT No: GB123456789
Email: info@company.com

VAT INVOICE

Invoice No: INV-2024-00123
Date: 2024-06-21
Due Date: 2024-07-04

Billed To:

Customer Name
Client Company
77 Client Avenue
Client City, ZIP 20000
VAT No: GB987654321

Supplied To:

Customer Name
Delivery Address
78 Delivery Street
Client City, ZIP 20001

Description	Qty	Unit Price	VAT Rate	VAT Amount	Line Total
Product / Service A	5	£100.00	20%	£100.00	£600.00
Consulting Service B	2	£250.00	20%	£100.00	£600.00
				Subtotal	£1,000.00
				VAT (20%)	£200.00
				Total Due	£1,200.00

Payment Terms: Payment due 14 days from invoice date.
Bank Details: Account Name: Company Name Ltd, Sort code: 00-00-00, Account No: 12345678

Important Notes:

- This document is a legal VAT invoice; retain it for your tax and accounting records.
- Both supplier and customer VAT numbers must be shown for cross-border EU B2B supplies.
- Ensure the invoice date and unique invoice number for audit trail purposes.
- VAT rate and calculation must be clearly displayed for each line item.
- Check local requirements for any additional mandatory information.