

Make it clear that it is an invoice

State the date the invoice was issued

Give each invoice a unique consecutive invoice number

Send your invoice on letterhead bearing the address and contact details. Also state the Chamber of Commerce, VAT and IBAN numbers

State the address details of Zuyd University of Applied Sciences like so

Invoice



Logo Name

Zuyd University of Applied Sciences
Accounts Payable Department
PO Box 550
6400 AN Heerlen

Date
3 February 2023

Invoice number
202302001

Picobello BV
Kerkstraat 1
3011 AN Rotterdam
010-4006060
info@picobellobv.nl

Your reference number
ORDXXXXXXX

IBAN: NL 99 ABCD 0123 4567 89
KvK: 12345678
BTW: NL1234.56.789.B01

Include the delivery date or order execution date on the invoice

PERIOD: 30 JANUARY 2023

NUMBER	DESCRIPTION	PRICE PER UNIT	TOTAAL
40 hours	Word processing	€ 75	€ 3.000
30 hours	Design	€ 75	€ 2.250
10 units	Photos	€ 150	€ 1.500
398 km	Travel costs	€ 0,21	€ 83,58

Always state the unique purchase order or contract number provided by Zuyd University of Applied Sciences on the invoice

Describe the delivered products or work as specifically as possible.

SUBTOTAL	€ 6.833,58
VAT AT 21%	€ 1.435,05
TOTAL	€ 8.268,63

To ensure the payment of your invoice proceeds swiftly, it is important that it meets the above mentioned required standards. Invoices that do not meet these requirements will unfortunately have to be returned by us.

If you have any questions about invoice processing after reading the above information, please email inkoopfacturen@zuyd.nl

State the applicable VAT rate and list it in a separate line on the invoice. If more than one VAT rate applies, please list them separately.

VAT is dependent on the nature of the work:

If you teach, assist in teaching or supervise students, state "exempt from VAT" on the invoice.

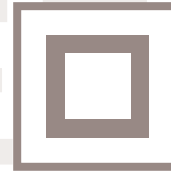
If you perform other work, such as management or administrative tasks, VAT will apply.

If you use the small businesses scheme (KOR), state 'exempt from VAT' on your invoice.

If you provide an intra-Community service, we request you to:

- mention Zuyd's VAT number NL8075.12333. B01 on the invoice, and
- send us an invoice without VAT amounts, and
- state "VAT reverse-charged" on the invoice.

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