TAX INVOICE

[Your Business Name]
[Registered address]
[Email] · [Phone]
VAT / GST registration no.: [000000]

Invoice No.: INV-0001
Invoice date: [DD/MM/YYYY]
Tax point: [DD/MM/YYYY]
Due date: [DD/MM/YYYY]

BILL TO
[Client Name]
[Billing address]
Customer VAT no.: [if B2B cross-border]

Description	Qty	Unit (net)	Tax %	Net	Tax	Gross
[Consulting, September]	10	120.00	20%	1,200.00	240.00	1,440.00

Total net	[0.00]
Total tax	[0.00]
AMOUNT DUE	**[0.00]**

TERMS & NOTES
If reverse charge applies: "Reverse charge: customer to account for VAT" and charge 0% on those lines.
Payment terms: Net 30.

TAX SUMMARY BY RATE
[20]%: net [0.00] · tax [0.00]
[5]%: net [0.00] · tax [0.00]
[0]% / exempt: net [0.00]

PAYMENT DETAILS
Bank: [Bank name] · Account name: [Your business] · Account no. / IBAN: [0000] · SWIFT / Sort code: [0000]
Or pay online: [payment link] · Reference: [invoice number]