INVOICE

YOUR BUSINESS NAME

INVOICE NUMBER (SEQUENTIAL)

ADDRESS

DATE OF ISSUE

DATE OF SUPPLY (IF DIFFERENT)

VAT REGISTRATION NUMBER

BILL TO (CUSTOMER NAME & ADDRESS)

DESCRIPTION OF GOODS / SERVICES	QTY	UNIT PRICE (EX VAT)	VAT RATE	LINE TOTAL (EX VAT)

Subtotal (ex VAT)	€
VAT @ 13.5%	€
VAT @ 23%	€
Total due	**€**

PAYMENT DETAILS (IBAN / BIC)

PAYMENT TERMS (E.G. 14 DAYS)

Reminder — a valid Irish VAT invoice must show: your name, address and VAT number; a unique sequential invoice number; issue date (and supply date if different); the customer's name and address; a description, quantity and unit price for each line; the VAT rate per line; the amount charged at each rate; and the VAT and total amounts. If materials exceed two-thirds of the ex-VAT price, the whole job is chargeable at 23% (the "two-thirds rule"). Not VAT registered? Remove every VAT field, including the VAT number line. Subcontracting under RCT? Do not charge VAT — state "VAT on this supply to be accounted for by the Principal Contractor." Confirm current requirements at revenue.ie.