

# Invoice Sample

Sample Company Ltd.  
 Ms Jane Smith  
 P.O. Box 12 34  
 12345 Sample City

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 Date: 08.07.2013  
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Please note on all correspondence:  
**Invoice No.: 1234567**  
 Company Account No.: 1220 00200 456789  
 Your VAT Reg. No. : DE 123456789

Pos.	Purchase Date	Name	Cost Center	Supplier Service	Currency	Net	VAT Exchange Rate	Gross EUR
1	01.07.13	Schulz, Michael	139	LH 2201234567890 / Class C on 01.07.13 Lufthansa AG, Sample Street. 1-4, 12345Sample City VAT ID.:DE 34567890 FRA CDG FRA	EUR	345,45		345,45
2	01.07.13	Schulz, Michael	139	Travel Agency GmbH Sample Street 12, 12345 Sample City VAT ID.:DE 1234567890 LH 2201234567890 Class C on 01.07.13 Service Fee	EUR	13,00	2,47#	15,47
Subtotal Cost Center 139					EUR	358,45	2,47	360,92
3	02.07.13	Müller, Max	123	DB Personalverkehr GmbH Sample Street 1, 12345 Sample City VAT ID.: DE123456789 Travel Agency GmbH CC Beleg: 987654 Travel date: 02.07.13 EPA reservation Z000012345678 Ticket national Z00789456	EUR	3,50	0,67#	
Sum: Net 51,90 EUR VAT 9,87 EUR								61,77
4	03.07.13	Müller, Max	123	ABC Car Rental GmbH & Co.KG Sample Street 12, 12345 Sample City VAT ID.:DE 165038067 Contract-No. 00953232770 GRY Volk Tour 4 Registration: EUNC3456 03.07.13 08:00 Uhr Collection: Frankfurt 749km 03.07.13 19:00 Uhr Return: Frankfurt 1049km Distance: 300 km Liability insurance	EUR	158,62		
Sum:					EUR	185,34	35,21#	220,55
Subtotal Cost Center 123					EUR	237,24	45,08	282,32
Subtotal:					EUR	595,69	47,55	643,24
= 0,00 % VAT					EUR			
# = 19,00 % VAT					EUR	595,69	47,55	643,24
Total amount invoice:					EUR			643,24