

# Invoice Sample Meeting Card

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

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 Date: 10.03.2014  
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Please note on all correspondence:

**Invoice No.: 1234567**  
 AirPlus Company Account No.: 1220 00200 456789  
 Your VAT-Reg. No.: DE 123456789

Pos.	Purchase Date	Name	Cost Center Project-No.	Supplier Service	Currency	Net	VAT Exchange Rate	Gross EUR
1	03.03.2014	Event ABC	1234 A456	Sample Hotel Sample Street, Sample City VAT ID.:DE 34567890 Arrival: 03.03.2014 Departure: 05.03.2014 Number of participants: 10				
				00001 05.03.2014 F & B Dinner	EUR	500.00	95.00 *	
				00002 05.03.2014 Accommodation 20 Rooms x 120 EUR per night	EUR	2,400.00	168.00 +	
				00003 05.03.2014 Delegate Rate excl. Accom. 20 x 50 EUR per person	EUR	1,000.00	190.00 *	
				00004 05.03.2014 Meeting Costs Meeting Room	EUR	500.00	95.00 *	
				00005 05.03.2014 Technical Equipment Projector	EUR	200.00	38.00 *	
Sum: Net 4,600.00 EUR VAT 586.00 EUR								5,186.00
Subtotal: Centre 1234:					EUR	4,600.00	586.00 *	5,186.00
= 00.00 % VAT:					EUR			
+ = 07.00 % VAT:					EUR	2,400.00	168.00	2,568.00
* = 19.00 % VAT:					EUR	2,200.00	418.00 *	2,618.00
Total amount invoice:					EUR			5,186.00

Please pay the amount of 5,186.00 EUR, indicating the 10-digit payment no. by xx.xx.xxxx at the latest.