Invoice

BUSINESS
[Your business name]

ADDRESS
[Your address]

PHONE AND EMAIL
[Phone] · [Email]

VAT NUMBER
[IE1234567X, or delete this line]

INVOICE NUMBER
[INV-0001]

INVOICE DATE
[Date]

DATE OF WORK
[Date the work was done]

PAY BY
[Date]

FOR
[Customer name]

ADDRESS
[Address of the job]

WORK	QTY	PRICE	TOTAL

Subtotal before VAT	€
VAT 13.5%	€
VAT 23%	€
Total	**€**
Less deposit paid on [date]	€
To pay	**€**

HOW TO PAY
[Bank transfer to IBAN IE00 0000 0000 0000 0000 00, name on the account, with the invoice number as the reference]

VAT: building work is 13.5%. If the materials cost you more than two-thirds of the price before VAT, the whole job is 23%. Goods sold without fitting are 23% on their own line. Not registered for VAT? Leave out the VAT lines and the VAT number.

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