

**From My company (legal entity) – My name (self-employment)**

**Address: My street**

**Postal code + My commune**

**My VAT-number BE 0123.456.789**

*Or if in demand – to mention temporarily:*

**Belgian VAT-number in the process of registration**

**To My client**

**My client's Street**

**Client's Postal Code – EU Commune**

**one of the 28 EU Member States (not BE)**

**Client's local company or VAT number**

**Important: verification of client's VAT-number via website: [http://ec.europa.eu/taxation\\_customs/vies/](http://ec.europa.eu/taxation_customs/vies/)**

Invoice number: year/001

Date: Today

Due date: In accordance to the agreement you have with your client

For EU intercommunity services rendered during “the MONTH” or for whatever specific project or mission: Amount to mention in euro

Payment coordinates:

Beneficiary: My company name – My personal name

Bank Account number: IBAN BE12 1234 5678 9123

BIC-code of bank: ABCDEFGH

Address of bank

Place of service at location of client in compliance with art. 21 BIS § 2 / 10° of Belgian VAT-legislation (European Council Directive 2006/112: art. 56)

VAT reverse charge mechanism to apply according to art. 196 of the European Council Directive 2006/112

**Further personal coordinates you wish to add on the invoice:**

My email address – my internet website – my Skype reference  
my mobile phone number – my landline number – my fax number -