

Company logo

Sample company Ltd. · Sample street 1 · Sample town · 12345

Customer name
Customer street 1
12345 Customer's location

Sample Company LLC
Sample street 1
12345 Sample town

Tel: +49 (0)1234 123456
Fax: +49 (0)1234 123456
info@samplecompany.com
www.samplecompany.com

Final invoice no.
[invoice no.]

Invoice date
[invoice date]

Customer number
[customer number]

Dear [customer name], Thank you for your confidence in Sample Company LLC. We are hereby invoicing you for the following service:

Pos.	Description	Quantity	Unit Price	Total Price
1	Delivery of goods 1 on [delivery date]	5 pallets	€ 1,000.00	€ 5,000.00
2	Delivery of goods 2 on [delivery date]	10 boxes	€ 600.00	€ 6,000.00

Net total € 11,000.00
plus VAT 19% € 2,090.00
Total overall € 13,090.00

Partial payments already made:

Date	Amount	VAT 19%	Total overall
01 May 2023	€ 2,000.00	€ 380.00	€ 2,380.00
01 June 2023	€ 2,000.00	€ 380.00	€ 2,380.00
01 July 2023	€ 2,000.00	€ 380.00	€ 2,380.00
01 August 2023	€ 2,000.00	€ 380.00	€ 2,380.00
01 Sept. 2023	€ 2,000.00	€ 380.00	€ 2,380.00

Total overall € 10,000.00 € 1,900.00 € 11,900.00

Outstanding payment € 1,000.00 € 190.00 € 1,900.00

Please pay the outstanding amount within [payment period] from invoice receipt without deductions to the account below. Please do not hesitate to contact us in the event of any queries.

Yours sincerely,
[Name of sender]
[Role in the company]
[Contact information: email, telephone number]

Director: Name
Commercial register: District court
Registration number: HRB 123456

Sampleville tax office
Tax number: 001 123 123 12
VAT ID: DE12345678

Bank name
DE12 0000 0000 0000 0000 00
BIC ABC12345D