

*The simplified mandatory information for what are known as "low-value invoices" (less than EUR250 net) does not apply to EU intra-Community deliveries (Section 6a UStG/German Value Added Tax Act) or reverse-charge services (Section 13b UStG). Therefore, all mandatory details of an invoice are required here.*

*For invoices for artistic services D→EU, so-called "withholding tax" may have to be considered and, under certain circumstances, paid by the recipient of the service.*

From: Artist XY / Münchner Str. 10 / 38100 Braunschweig / Telephone / E-Mail  
VAT ID-No. DE23232323

*Specify the full names and addresses of both parties.*

*The VAT IDs (Ust. ID Nr.) of both contracting parties must be included on the invoice. Additional tax numbers can be added, but do not have to be.*

To: Eventmaker GmbH  
Ms Kleiber  
Grazer Str. 20  
A - 1230 Vienna  
VAT ID No. ATU67676767

*Make sure your invoices have a unique invoice number and a coherent and continuous invoice numbering logic.*

*Actual issue date of the invoice (independent of service date).*

Invoice number: 2022-011

Braunschweig, 04 August 2022

Dear Ms Kleiber,

*Scope and nature of service, as well as time of provision. Remuneration for the service.  
A reference to an agreement or a quotation is not obligatory, but can be of advantage.*

As per our agreement of 2 March 2022, here is the invoice for the fee for my performance "ZZZ" on 23 June 2022 in Vienna.	EUR 2,000.00
---	-----------------

*No separate display of the tax rate and amount, as reverse charge procedure applies.  
Note: The German „Kleinunternehmerregelung“/Small Business Regulation is not applicable across borders.*

This revenue is not taxable in Germany pursuant to Section 3a (2) UstG/reverse charge procedure. The VAT must be declared and paid by the recipient of the service.

Please transfer the fee to my account: [Bank details including IBAN and BIC]

*If no payment deadline is mentioned, a statutory payment deadline applies in Germany pursuant to Section 286 BGB/German Civil Code: In principle, an invoice is always payable immediately. The debtor (B2B) is in default if he/she does not pay within 30 days of the due date and receipt of an invoice. However, other countries may have different statutory payment terms. Therefore, it may be beneficial to agree on a payment term and state it explicitly here.*

*The touring artists editorial team shall not be liable for the completeness of the sample invoice or its suitability for use and shall not be responsible for ensuring that it duly reflects the interests of any specific user. It shall accept no liability for the currency of the contractual content. Sample invoices can only act as a starting point for an optimal final draft in a specific use case and must generally be adapted to reflect individual requirements.*