Musterfirma Musterstraße 9 12345 Musterstadt

Musteradressat  
Musterstraße 12  
67891 Musterstadt

**Invoice Number XYXYXYXYXY**

Dear Sir or Madam,

For the following positions our invoice amounts to

TT.MM.JJJJ

XYXYXYXYXY

XYXYXYXYXY

**Client Number** **Invoice Number Invoice Date**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Amount** | **Price** |  | **Description** | **Tax** | **Total** |
| 1 | 1 | 00,00 € |  | Product 1 | 0% | 00,00 € |
| 2 | 1 | 00,00 € |  | Product 2 | 0% | 00,00 € |

|  |  |
| --- | --- |
| **Total** | **00,00 €** |

According to the reverse charge system, tax liability transfers to the recipient of the services.

If you have any questions, please don’t hesitate to contact me.

With kind regards

[Unterschrift]

Freelancer XY