Voorbeeld

**Invoice**

Zuyd University of Applied Sciences  
Accounts Payable Department  
PO Box 550  
6400 AN Heerlen

Date  
3 February 2023

Invoice number  
202302001

Your reference number  
ORDXXXXXX

**PERIOD: 30 JANUARY 2023**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>DESCRIPTION</th>
<th>PRICE PER UNIT</th>
<th>TOTAAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hours</td>
<td>Word processing</td>
<td>€ 75</td>
<td>€ 3,000</td>
</tr>
<tr>
<td>30 hours</td>
<td>Design</td>
<td>€ 75</td>
<td>€ 2,250</td>
</tr>
<tr>
<td>10 units</td>
<td>Photos</td>
<td>€ 150</td>
<td>€ 1,500</td>
</tr>
<tr>
<td>398 km</td>
<td>Travel costs</td>
<td>€ 0,21</td>
<td>€ 83,58</td>
</tr>
</tbody>
</table>

**Subtotal**  
€ 6,833,58

**VAT at 21%**  
€ 1,435,05

**Total**  
€ 8,268,63

To ensure the payment of your invoice proceeds swiftly, it is important that it meets the above mentioned required standards. Invoices that do not meet these requirements will unfortunately have to be returned by us.

If you have any questions about invoice processing after reading the above information, please email inkoopfacturen@zuyd.nl

VAT is dependent on the nature of the work:

If you teach, assist in teaching or supervise students, state “exempt from VAT” on the invoice.

If you perform other work, such as management or administrative tasks, VAT will apply.

If you use the small businesses scheme (KOR), state ‘exempt from VAT’ on your invoice.

If you provide an intra-Community service, we request you to:

- mention Zuyd’s VAT number NL8075.12333. B01 on the invoice, and
- send us an invoice without VAT amounts, and
- state “VAT reverse-charged” on the invoice.
To ensure the payment of your invoice proceeds swiftly, it is important that it meets the above mentioned required standards. Invoices that do not meet these requirements will unfortunately have to be returned by us.

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