

AVANTGARDE Gesellschaft für Kommunikation mbH  
Atelierstraße 10 | 81671 München

## Invoicing guidelines

### Supplier data

- Full name and address of the supplier or fiscal representative (where relevant)
- Tax number or VAT identification number

### Customer data

- Full name and address of the customer

### Transaction data

- Invoice date / date of issue
- Consecutive invoice number
- Description of goods/services supplied
- Time / period of delivery / service
- Quantity of goods / scope of services rendered

### Financial data

- VAT rate applied

### Reductions / Discounts

- Total net taxable amount per VAT rate applied
- Total VAT amount

### Additional information in case of application of the reverse charge procedure or in case of a tax exemption

- VAT identification number of the recipient (if the reverse charge procedure is used) is applied)
- Reference to the relevant tax exemption or to the application of the reverse charge procedure

### Additional information on the intra-Community supply of goods

- VAT identification number of the supplier in the country of dispatch
- VAT identification number of the recipient in the country of destination
- Indication that the supply is exempt from VAT / VAT rate is zero (intra-community supply of goods\*\*)

### Invoice corrections / documents considered as invoice corrections

- Reference to the original invoice

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