

# Invoice template / requirements for suppliers

**Supplier / invoice issuer:**

Example company AG  
XY Industriestrasse  
P.O. Box  
9999 Example town  
VAT CHE-109.350.300

Invoice date: 15/07/2019  
Customer no.: 222.222.22  
Delivery note no.: 333.333  
Date / Period: 01/04/2019 – 30/06/2019  
Person responsible: John Smith  
Telephone: 044 111 22 33  
Email: john.smith@example.ch

**Billing address:**

Livit AG  
Scan-Center  
P.O. Box 1480  
8048 Zurich

**House owner:** Immobilien XY AG  
XY Zürcherstrasse  
8888 Example town

Invoice No. 3,444,555

Livit order no.: 833012

Property number: 5837.04.0011

Property: XY Weiherstrasse, 8152 Glattbrugg

Designation (Item / service)	Quantity	Unit price	Total price
Example service ABC	4 hrs	CHF 120.00	CHF 480.00
Example item DEF	3 pcs	CHF 34.00	CHF 102.00
A tenant is (not) at fault			
Subtotal			CHF 582.00
VAT 7.7%			CHF 44.80
<b>Invoice amount</b>			<b>CHF 626.80</b>

**Payment terms:**

Payment within 30 days of the invoice date, strictly net.

**Account details:**

XXX Cantonal Bank  
BLZ 000 000 000  
Account 00000000  
IBAN 00 0000 0000 0000 00

**Delivery note / work report**

A signed-off work report / delivery note must be enclosed with the invoice as proof  
("according to the order" is not sufficient)