

REMOTE WORK INVOICE — GLOBAL COMPLIANT TEMPLATE

Your Company Name

Registered Company Number: [Your Registration Number]
Tax/VAT ID: [Your Tax ID]
Address: Your Company Address, City, State, ZIP, Country
Email: your.email@example.com
Phone: +1-123-456-7890

Billed To

Client Legal Name: [Exact Registered Name]
Client Company Number: [Optional for compliance]
Client Tax/VAT ID: [Client Tax ID]
Address: Client Address, City, State, ZIP, Country
Email: client.email@example.com

Invoice Number: INV-2025-001
Invoice Date: 14-Aug-2025
Due Date: 28-Aug-2025
Payment Terms: Net 14 days (Late fee: 1.5% per month)
Currency: USD (United States Dollar)

#	Description	Qty/Hrs	Rate (USD)	Amount (USD)
1	Accounting Services – Financial Statement Preparation (Remote)	10	\$150.00	\$1,500.00
2	Tax Consultation – International Tax Compliance	5	\$200.00	\$1,000.00
3	Bookkeeping Services – Monthly Account Reconciliation	8	\$100.00	\$800.00
			Subtotal	\$3,300.00
			VAT (10%)	\$330.00
			Total Due	\$3,630.00

Payment Instructions

Bank Name: Example International Bank
Account Holder: Your Company Name
Account Number: 1234567890
SWIFT/BIC: EXABUS33XXX
IBAN: XX12345678901234567890
Bank Address: 123 Bank Street, City, Country

Notes

- All amounts are in USD unless otherwise agreed in writing.
- Client is responsible for all bank charges and currency conversion fees.
- Currency conversions (if applicable) will use the XE.com mid-market rate on the invoice date.
- Services provided remotely in compliance with IFRS & International Accounting Standards.

Terms & Conditions

1. Payment due within 14 days of invoice date.
2. Late payments incur 1.5% monthly interest.
3. Tax Responsibility: VAT/GST is charged as per applicable jurisdiction. For cross-border B2B within the EU, reverse charge rules may apply.
4. All disputes are subject to the laws of [Your Country].
5. International disputes shall be resolved under UNCITRAL arbitration rules.