

Using their **own business stationery**, the self-employed person's formal invoice must contain the following details, *although not in this exact format*.

See also paragraph 4 of
<http://www.revenue.ie/leaflets/vatinfo106.doc>

<u>INVOICE/SONRASC</u>

Invoice No. _____ Invoice Date: _____

Supplier's Name: _____

Supplier's Business Address: _____

Supplier's Phone No: _____

Supplier's PPS No: _____

Supplier's VAT No: _____

To: NUI, Galway
_____ Department
University Road
Galway

For: _____

} Description of
goods or service
provided by
supplier

€

Value of Goods/Service excluding VAT
VAT (*show rate if applicable*)

Total Due € _____
=====

NUI, Galway Approval:

To be completed by NUIG only

Signature

Block Capitals

Date: _____

Expense Code: _____ Cost Centre: _____