

# Irish Sales VAT Invoice Template in PDF Format

*Irish Sales VAT Invoice Template* was initially released on <http://www.InvoicingTemplates.com> on Tuesday, August 25, 2015, and is categorized as [Sales](#). As always **Irish Sales VAT Billing Form** was published in two editions - one free **Irish Sales VAT Invoice Template**, and another Uniform Invoice Software version that is able to turn **Irish Sales VAT Invoice Template** into a complete invoicing system. This "**Irish Sales VAT Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "irish-sales.xlsx".

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## Irish Sales VAT Invoice Template Features and Facts

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If you are running a Irish business and are charging VAT, a VAT invoice must be issued. Use this free invoice template, **Irish Sales VAT Invoice Template**, or **Irish Sales VAT Billing Form**, to create your invoices as easy as filling a blank paper form.

This VAT invoice template has a similar layout as [c6008 VAT Sales Invoice Template - Price Excluding Tax](#) - you can also find a service invoice template here on InvoicingTemplate.com, at [c6014 VAT Service Invoice Template - Price Excluding Tax](#). The format has customized as per the requirements detailed on Irish Revenue. If you've never produced an invoice before you might be wondering how to go about this and what needs to be on the invoice in order for it to be accepted by your customer and their accounts department. If you're registered for VAT and are therefore charging VAT on your invoices it is especially important that your invoices are properly drawn up and that you keep copies so that you don't incur any penalties from [Irish Revenue](#).

As [Irish Revenue](#) states: Persons who issue invoices and credit notes, and persons to whom these documents are issued, should ensure that the documents accurately represent the transactions to which they refer. Failure to do so may have serious consequences for all parties concerned..... An accountable person who supplies taxable goods or services (other than construction services supplied under a relevant contract) is obliged to issue a VAT invoice. Value-Added Tax is a tax on consumer spending. It is collected by VAT-registered traders on their supplies of goods and services effected within the State, for consideration, to their customers. Generally, each such trader in the chain of supply from manufacturer through to retailer charges VAT on his or her sales and is entitled to deduct from this amount the VAT paid on his or her purchases. The effect of offsetting VAT on purchases against VAT on sales is to impose the tax on the added value at each stage of production – hence Value-Added Tax. For the final consumer, not being VAT-registered, VAT simply forms part of the purchase price.

The VAT invoice issued must show:

1. the date of issue of the invoice,
2. a sequential number, based on one or more series, which uniquely identifies the invoice,
3. the full name, address and the registration number of the person who supplied the goods or services to which the invoice relates,
4. the full name and address of the person to whom the goods or services were supplied,
5. in the case of a reverse charge (excluding a supply of construction services subject to Relevant Contracts Tax) supply the Value-Added Tax identification number of the person to whom the supply was made and an indication that a reverse charge applies,
6. in the case of a supply of goods, other than a reverse charge supply, to a person registered for Value-Added Tax in another Member State, the person's Value-Added Tax identification number in that Member State and an indication that the invoice relates to an intra-Community supply of goods,
7. the quantity and nature of the goods supplied or the extent and nature of the services rendered,
8. the date on which the goods or services were supplied or, in the case of early payment prior to the completion of the supply, the date on which the payment on account was made, in so far as that date differs from the date of issue of the invoice,
9. in respect of the goods or services supplied:
  - o the unit price exclusive of VAT,
  - o any discounts or price reductions not included in the unit price, and
  - o the consideration exclusive of VAT.
10. in respect of the goods or services supplied, other than reverse charge supplies:
  - o the consideration exclusive of tax for each rate (including zero-rate) of VAT, and
  - o the rate of VAT chargeable.
11. the VAT payable in respect of the supply of the goods or services, except in the case of:
  - o a reverse charge supply, or
  - o goods supplied:
    - under the margin scheme for second-hand goods, or
    - under the special scheme for auctioneers,

where the invoice should be clearly endorsed 'Margin Scheme – this invoice does not give the right to an input credit of VAT'.

12. in the case where a tax representative is liable to pay the VAT in another Member State, the full name and address and the Value-Added Tax identification number of that representative.

As per the requirements, to create this template, a new column "Discount" was added to the base template [VAT Sales Invoice Template - Price Excluding Tax](#). The "Discount" field is a custom field which is not included in the default invoice template shipped with Uniform Invoice Software installer program.

The difference between [sales invoice template](#) and [service invoice template](#) here on InvoicingTemplate.com is simple - if a template contains the "Ship To" section on the printable section, we call it sales invoice. If it does not contain the "Ship To" section, it is categorized as service invoice. If the form has a very special design in its layout, such as [Tax Invoice for Printing Shop](#), which moves the "Ship To" section (titled with "Delivery To") to the body of the invoice form, we add the template to both the [sales invoice template](#) and [service invoice template](#) category. **Irish Sales VAT Invoice Template** adheres to this rule too.

With this sample template, the "Discount" custom field is added to the "Invoice Body" database table.

Adding a custom field to the Invoice Body database table makes it possible to save the data on the invoice form to database when the "Save To DB" button is clicked. For example, adding the

custom field "Product Type" to the Invoice Body database table allows save the type value on the invoice form, such as "General" or "Labor", to database when you save an invoice by clicking the "Save To DB" button. This feature is not supported in the freeware edition of **Irish Sales VAT Invoice Template**.

With this sample template, the Irish currency symbol (Irish pound, £.Ir.) is not shown on the fields. It is easy if you running your business inside Ireland and want to show or change the currency symbol to Irish pound.

To change the currency symbol of **Irish Sales VAT Invoice Template**, first make sure you've unprotected **Irish Sales VAT Invoice Template** spreadsheet. Select the cells (fields) for which you want to modify the currency symbol, by dragging your mouse to select multiple cells on **Irish Sales VAT Invoice Template**, you push CTRL key on keyboard and click each cell on **Irish Sales VAT Invoice Template** one by one, and then right-click one of the selected cell and choose Format Cells. From the Number tab, you can choose either "Currency" or "Accounting" from the Category list. Note that currency formats are used for general monetary values, you should use accounting formats to align decimal points in a column.

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