



HOW TO SMOOTH YOUR INVOICE



UNIQUE INVOICE NUMBER



DATE OF PURCHASE



DIPLOMAT FULL NAME

WHEN A SPOUSE MAKES A PURCHASE, THE DIPLOMAT'S NAME SHOULD BE MENTIONED



PERSONAL ADDRESS

THE ADDRESS THAT IS REGISTERED WITH DIPLOMATIC CARD SERVICES



RETAILER / STORE DETAILS

NAME / ADDRESS / VAT NUMBER / PHONE NUMBER / E-MAIL



DESCRIPTION OF GOODS / SERVICES



TOTAL AMOUNT

BOTH EXCLUSIVE VAT AND INCLUSIVE VAT



% OF VAT

21% - STANDARD RATE or 12% REDUCED RATE or 6% REDUCED RATE

PLEASE NOTE THAT HANDWRITTEN PERSONAL DETAILS ON A PRINTED INVOICE ARE NOT ALLOWED, EVEN THE CORRECTION BY HAND OF A WRONG ADDRESS IS NOT ALLOWED

THE INVOICE HAS TO BE PRINTED ENTIRELY OR ENTIRELY HANDWRITTEN

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