

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****

Send you invoices to: INFO@DIPLOMATICCARD.BE

Or to the following address by mail: KUNSTLAAN 6, 1210 BRUSSELS, BELGIUM

Tel.: +32 2 402 30 93