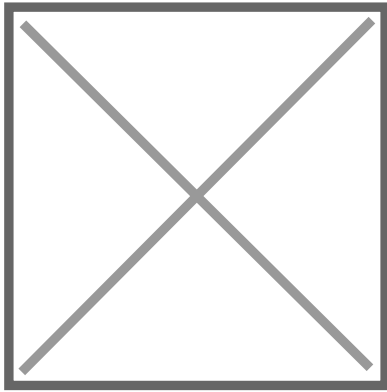




How to issue an invoice

Description



When closing a license with us, we need an invoice from you in order to be able to pay you. In case you are not familiar with issuing invoices, we collected the most important information here.

As to our knowledge, most countries do not have specific requirements regarding the layout or format of an invoice. There are however, requirements about what information needs to be put on an invoice.

Hereâ??s a list of what is needed:

- Our reference: Cxxxx
- Complete name and address of invoicer (Rights Holder)
- VAT / Tax ID of invoicer (Rights Holder)
- Complete name and address of invoicee (T&F)
- VAT/Tax ID of invoicee (T&F)
- Invoice date
- Invoice no.
- Description of goods or services rendered (license song xyz, etc.)
- The date or period of services rendered / delivered
- The invoicing amount(s) â?? itemized
- The tax rate (â??reverse chargeâ?? needs to be stated on the invoice if Rights holder is residing in another country than T&F and no VAT is applied; if the Rights Holder is VAT-exempted this needs to be stated on the invoice)
- Bank details: account holder, account number/IBAN, routing number (BIC/SWIFT, ACH). Payment is only possible by wire transfer

Hereâ??s a sample of how your invoice could look like:

John Doe Music, LLC
Hollywood Blvd #1117
Los Angeles 99999
United States
Tax number: 12-23456 (EIN)

Your/your company's name
Your/your company's address
Your/your company's VAT/tax ID

Invoice recipient
Tracks & Fields UK Limited
3rd floor, 207 Regent Street
London W1B 3HH, United Kingdom
VAT ID: GB177597545)

Our name, address and VAT number
(see licensing contract)

Invoice Date / delivery date
March 1, 2020

Current date

Invoice number
123432W

a unique identifier for the invoice (can
contain numbers and characters)

Client reference
C8888

our reference (C...) which is written on the
top right of the licensing agreement

Synchronization license for "Morning glory" for Production ACME Industries summer
campaign

title of your track, as written
in licensing agreement

name of Production, as written in
Licensing agreement

Currency
USD

currency, as written in
Licensing agreement

Net amount
2,500

License fee, as written
in Licensing agreement

VAT amount
REVERSE CHARGE

if you/your company and invoice recipient are in the same
country + you are subject to VAT, then VAT needs to be
added. If you/your company and invoice recipient are in
different country, you need to put REVERSE CHARGE
here

Total amount
2,500

Net amount +
VAT (if any)

Bank account details
account holder: John Doe Music, LLC
account number: 1234321588
ACH: 11011278

Account holder
Account number/IBAN
Routing number (BIC/SWIFT, or ACH)

That's all you need. You can download the template above [here](#).

All the best