

Invoice

1

Invoice number Invoice date

...

...

3

2 Invoice address

ProSiebenSat.1 Media SE
Mr./Ms.
xyz departement
Medienallee 7
85774 Unterfoehring
Germany

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

P7S1 order number: 10010154697
P7S1VAT ID no.: DE 198611898

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Pos.	Artikel	Datum	Menge	Netto	Steuersatz	Brutto
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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Total net: [Redacted]
Total taxes: [Redacted]
Total gross: 20,144.25 EUR

6

8

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Registered office

Example GmbH
Example street xx
80xxx Munich

Tel.: +49 (0)89/5484156
Fax: +49 (0)89/5484157
E-mail: muster@gmbh.de

Register entry

Local court xxx
xxxx xxxxx

Managing directors:

Bank details

SWIFT/BIC: xxxxxxxx
Account number: xxxxxxxx
IBAN: DExx xxxx xxxx xxxx xx

VAT ID no.: DE xxxxxxxxx

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Invoicing requirements

- 1 The word “Rechnung” (or the English equivalent “Invoice”) or “Gutschrift” (or the English equivalent “Self-billing”), depending on the type of document
Commercial credit notes such as correction invoices should not be marked “Gutschrift” since this word in German can mean either a self-billed invoice or a credit note; instead, the term “Storno” (or the English equivalent “Cancellation”) or “Korrektur” (or the English equivalent “Correction”) should be used.
- 2 Full name and address of the supplier and the invoice recipient (see order document). This also applies to invoices from abroad. The name of the ordering party can also be noted after the name of the company.
- 3 Consecutive invoice number and invoice date
- 4 ProSiebenSat.1 order number or cost center and name of the ordering party (an invoice always relates to one order only) and ProSiebenSat.1 VAT identification number (VAT ID no.) or tax number
- 5 Exact and comprehensible service/delivery details (usually identical to order with regard to item no., article/service, service/delivery date, net unit price)
- 6 The remuneration (net amount) separated by tax rate and tax exemption, any reduction agreed in advance (discounts, bonuses or rebates) and total amount incl. indication of currency in ISO code (e.g. EUR, USD, GBP, etc.)
- 7 Note of any tax exemption (e.g. withholding tax) or reverse charge procedure
- 8 Payment deadline and other conditions
- 9 Disclosures under company law
- 10 Bank account and tax number or VAT ID no. of the supplier (invoices from the rest of the EU must include the VAT ID no.)