

Guidelines for a better recognizable invoice layout (PDF)

To improve invoice recognition it is important that:

1. Invoice number and date

The labels and values for invoice number and date should be placed next to each other instead of above and below each other. Both values often look very similar which can lead to errors.

Factuurnummer	Datum
[2026 - 001]	1/1/2026

Difficult layout:

Example of a simpler layout:

Invoice number: 2026-001 Date: 01/01/2026

2. Supplier and customer clearly separated

The supplier and customer details should be sufficiently separated from each other. This may be horizontal or vertical.

Difficult layout:

BOUWBEDRIJF DEMO
Voorbeeldstraat 12 - 1000 Brussel - België - Tel: +32 2 1234567
BTW: BE0123.456.789 - IBAN: BE12 3456 7890 1234 - BIC: DEMOBEBB
E-mail: info@demobedrijf.be

Web: www.demobedrijf.be

Aan
DUMMYBEDRIJF BV
VOORBEELDSTRAAT 25
9000 Gent
BTW-nummer BE0999.888.777

Simpler layout:

L DUMMY & CO BV
DUMMYSTRAAT 1A
B-1000 BRUSSEL

Tel 02/123 45 67
Fax 02/123 45 68
E-mail info@dummycompany.com
BTW-nr. BE 0999.888.777
RPR Brussel
Rekeningnr. 111-2223333-44
Iban BE11 2222 3333 4444
BIC: DUMMYBEBB

DUMMYCLIENT BV
ATTN: JANE DOE
DUMMYLAAN 25
B-9000 GENT

B - 2000 DUMNEM

It also helps to add a label for the customer details, for example: 'Bill to'.

3. Totals and VAT

When all invoice lines have the same VAT percentage, clearly mention:

Total excluding VAT = 100

VAT 21%: 21

Total including VAT = 121

When multiple VAT percentages are used, mention the base amounts per VAT percentage.

	0%	6%	21%	Totaal
Basis	100	100	100	300
BTW	0	6	21	27
				327

4. Invoice lines

Invoice lines should contain the following fields:

Description – Quantity – Unit price (excl.) – Total (excl.) – VAT %

The VAT percentage is optional but can help identify the VAT rate per line.

When descriptions contain multiple lines, a clear table structure with horizontal lines helps separate the lines.

Omschrijving	Aantal	Eenheidsprijs	Totaal	BTW %
Service consultatie 1 journée	2	19,00 €	38,00 €	21%
Support technique et analyse Intervention sur système	3	35,00 €	105,00 €	21%