

Sending Invoices

Perform the following steps each time you send an invoice:

1. Fill out the form from the **treasurer** account in [overleaf](#) (fill free to change the template as well if you wish)
2. Send the invoice digitally, preferably from the treasurer email.
3. Put the invoice in GnuCash under **Accounts Receivable**.
4. Fill in the correct due date, so GnuCash can remind you. It's also worth setting a reminder in your own calendar for the payment deadline.
5. Print the invoice and place it under **Out** in the finance folder.

Sending Invoices Abroad

When sending an invoice to someone located outside the Netherlands, you usually don't charge tax on the invoice itself — the receiving party handles their own taxes. Make sure to add a remark on the invoice stating "**btw verlegd**". More information can be found on the [Belastingdienst website](#).

You will also need the tax identification number of the company you're invoicing — this must be included on the invoice.

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