

# INVOICING YOUR CLIENTS FOR AUTÓNOMOS



Every quarter end, you must send us all of your invoices, both for your sales and also your expenses. Deadline is 10th of the month following the end of the quarter (10th April, 10th July, 10th October and 10th January)

Your invoices must contain ALL of the following:

## 1. General details:

- the date of the invoice
- Invoice number, as follows: 001/2024; 002/2024 etc

## 2. Your details:

- your full name
- your NIE
- your address

## 3. Client's details:

- the client's name
- client's fiscal (or other ID number if a private individual) - if in Spain, NIE/NIF, DNI for a person, CIF for a Spanish company, and if not in Spain, passport or National ID no, company number or VAT registered number
- client address

## 4. Product or service and price:

- description of the service or product
- price
- if invoicing within the EU, + IVA @ 21% unless the service is exempt from IVA or is a product with a lower rate of IVA
- if invoicing another autónomo in Spain, -15% retenciones
- total

## 5. Method of payment:

- bank account number or card payment link

### Expenses:

Invoices for expenses must follow the same rules as above.

Invoices that do not contain your name and fiscal information cannot be claimed.

You cannot claim any expenses for which you only have receipts or "albarán"

(There are special rules for justified travel expenses)

For any purchases in Spain, please request a FACTURA – no establishment in Spain is exempt from the obligation to provide a factura if one is requested.

**Deductible expenses** include anything you have to purchase for the functioning of your business, such as mobile phone, phone bills, internet, office equipment, materials, IT equipment and consumables, stationery etc.. Some workers who have to travel may also claim a % of invoices for fuel, and homeowners only may also dedicate a % of their home as workspace, and claim a portion of utility bills.

Rent can only be claimed if you are hiring a workspace which is not part of your home.

