

Invoices issued in France should disclose the following information:

## Information about the vendor

- the name and the address of the vendor
- the type of legal entity (SA, SARL, SAS ...) and the share capital
- the company registration number (SIREN number) with the abbreviation "RCS" followed by the name of the town where the company is registered (e.g. "RCS Nanterre B 324 021 542")
- the VAT registration number

## Information about the customer

- the name and the address of the company billed, and if the delivery of goods was done to another place, the name and the address of the entity where the goods were delivered.
- The VAT number of the customer (this is necessary only for intrastat invoices).

*The vendor has to check that the VAT number of the client is correct. You can check it on the following web site: [www.europa.eu.int/taxation\\_customs](http://www.europa.eu.int/taxation_customs).*

*The VAT number is composed of: 2 letters identifying the country of origin followed by 11 digits (in France, the 9 last digits are the SIREN number)*

## General information on invoice:

- the title "invoice"
- a sequential identifying number (which individually identifies the invoice)  
*Invoices should be numbered chronologically and sequentially.*
- the date of the invoice
- for each service/good supplied:
  - the date of supply if it is different from the date of the invoice
  - the quantity
  - the detailed denomination/ description
  - the unit price (VAT excluded)
  - the applicable VAT rate
- the total amount payable, VAT excluded, grouped by each VAT rate
- the amount of VAT chargeable, grouped by each VAT rate

- the total amount including VAT
- the rebate
- if no French VAT appears on the invoice, the reference of the EU or domestic regulation justifying that the delivery or supply is VAT exempt.  
E.g. For delivery of goods, within the EU or outside the EU, "TVA non applicable, article 262 ter I du CGI".  
E.g. For intrastat services, "Exoneration TVA, en application art 259 B du CGI".
- If non-French VAT was applied on the invoice, the clear description that the VAT charged is for which country (e.g. "Spanish VAT")

## Information for conditions of payment

Invoices have to mention:

- the due date of payment  
*According to French law, except for specific conditions of sale agreed between the vendor and the customer, the payment has to be made at the very latest 60 days from invoicing date or 45 days after the end of month when the invoice was issued.*
- the rate of late payment penalties applicable if the due date of payment is over  
*Companies can set freely the penalty rate in case of late payment, but the latter cannot be lower than 3 times the legal rate. Frequently, the penalty rate used is the "Refi" rate of the European Central Bank increased by 10 points.*
- the conditions of financial discount in case of payment prior to the date set out in the general standard terms and conditions.

## In case of oversight, the sanctions are the following:

- According to French tax law, a fine of € 15 per omitted or missing compulsory detail may be incurred.
- According to French commercial law, failure to comply with the compulsory details may incur a penalty up to € 75,000 for the company's managers and € 375,000 for the company
- In case of serious offence (i.e., transactions without any invoice, etc.), the fine may be equal to 50% of the amount of the transaction.

Your Chartered Accountant is your best consultant.  
**Don't hesitate to contact us!**

This information is only a rough summary. It does not cover all the situations nor resume the whole French Employment Code - which is very intricate. Please contact us for accurate information adapted to your situation. We cannot be held responsible for any misinterpretation of this document. Edition Dec-11