

[YOUR BUSINESS NAME]

[Postal address]

[Physical address]

[Phone] [Email]

PIN: [Your KRA PIN]

TAX INVOICE

Invoice no. _____

Date _____

Due date _____

Your ref / LPO _____

BILL TO

[Customer name]

[Address]

PIN: [Customer KRA PIN]

Attention: _____ Phone: _____

#	Description	Qty	Unit	Unit price	Disc	VAT	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

VAT rate	Taxable	VAT
16%		
Zero rated / exempt		

Subtotal _____

Discount given _____

VAT _____

TOTAL (KSh) _____

PAYMENT DETAILS

Bank: _____ Branch: _____

Account name: _____

Account no.: _____ M-Pesa paybill / till: _____

Please quote the invoice number above on your payment.

TERMS

Payment is due by the due date shown above.

Goods and services remain the property of the supplier until paid for in full.

A tax invoice must carry the PIN of both parties and show VAT separately. If you are required to issue electronic tax invoices, this layout is the shape of the document — the transmission to KRA is a separate obligation.

Issued by — Name, signature and date