

Architects and Design Firms in Belgium

Fees, project phases and Peppol

The complete guide to invoice each project phase, share your data with your accountant and be Peppol compliant for public contracts.

CHAPTER 1

Invoicing by project phases

Phase-based invoicing is the central specificity of the architect. Each phase corresponds to a percentage of the total fees, calculated on the estimated (then actual) cost of the works.

Standard phases and their indicative percentage

Phase	Description	% fees
APS	Preliminary Sketch	8 - 12%
APD	Preliminary Design	15 - 20%
PRO	Project Design	20 - 25%
DCE	Tender Documents	10 - 15%
ACT	Contract Award Assistance	5 - 8%
DET	Works Supervision	20 - 25%
AOR	Completion and Handover	5 - 8%

Important: These percentages are indicative. The National Council of Architects no longer imposes mandatory scales. Negotiate freely but formalise in your mission contract.

How to calculate your fees

Fees phase X = (Estimated works cost) x (% total fees) x (% phase X)

Example: Mission at 8% on EUR 250,000 of works = EUR 20,000 total fees. APD phase at 20% = EUR 4,000 excl. VAT for this phase.

Include a revision clause if the actual cost of works significantly exceeds the initial estimate.

CHAPTER 2

Managing your expenses and your accountant

An architecture firm generates specific types of income and expenses. Good organisation facilitates your VAT return, your annual accounts and the work of your fiduciary.

Expenses to re-invoice

- ✓ **Travel expenses:** actual kilometres or flat-rate allowance. Re-invoice to the client with explicit mention "re-invoiced disbursements".
- ✓ **Plan printing, models:** keep receipts and re-invoice at actual cost + possibly a margin.
- ✓ **Public enquiry fees, permits:** advances made on behalf of the client, to re-invoice without VAT (disbursements).
- ✓ **Subcontractors:** surveyor, structural engineer, EPB. Re-invoice with or without margin depending on your contract.

VAT on your fees

Standard 21% on your architect fees. No exception for renovation missions.

Reverse charge (0%) if you work for a foreign VAT-registered client outside Belgium.

Disbursements (expenses advanced for the client) are not subject to VAT if re-invoiced at exact amount. Document carefully.

Facilitating your accountant's work

Your fiduciary needs every quarter: all your issued invoices, all your received invoices (suppliers), your bank statements, your expense notes. The better you organise these documents as you go, the lower the accounting fee.

Better: give read-only access to your invoicing software to your accountant. They extract the data they need themselves, without you having to prepare an export each quarter.

CHAPTER 3

Peppol and public contracts

Public contracts represent a significant part of the activity of many architecture firms. Electronic invoicing via Peppol is already largely mandatory there — and is becoming mandatory for all missions.

Peppol B2G: what is already mandatory

Since 2020, all invoices sent to Belgian federal public authorities (SPF, parastatal bodies) must go through the Peppol network. Most regions (Flanders, Wallonia, Brussels) have followed or are in the process of implementing.

- ✓ **Federal contracts:** Peppol mandatory since 2020.
- ✓ **Regional and municipal contracts:** progressive adoption, check for each public client.
- ✓ **CPAS, inter-municipal bodies:** generally subject to the same rules as municipalities.

Peppol B2B: the 2026-2027 reform

Beyond public contracts, Peppol invoicing becomes mandatory for all B2B transactions between Belgian VAT-registered entities. For firms working with property developers, private companies or syndics, this is an additional obligation.

Legal document archiving

In Belgium, you must keep your invoices for **7 years** from 1 January of the year following their issue. Invoicing software with secure archiving covers you automatically.

Advice: Before responding to a public tender, check the Peppol requirements in the specifications. Some public clients specify the exact format expected (UBL 2.1, CII) and the Peppol access point to use.

Invoicing up to the level of your projects.

Ledgerly is the Belgian invoicing software designed for architects. Project phases, accountant access, Peppol for public contracts — all in one.

- ✓ Invoice templates by project phase
- ✓ Secure read-only accountant access
- ✓ Peppol B2G and B2B included and configured
- ✓ 10-year document archiving
- ✓ 30-day free trial, no card required

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