

INVOICE

[Invoice Number]

[Your Name/Company]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Bill To:

[Client Name]
[Client Company]
[Client Address]
[Client Email]

Date: [Date]
Due Date: [Due Date]
PO Number: [Reference]

Description (Source > Target)	Unit Type	Quantity	Rate	Amount
[Project Name / Document Title]	[Words/Hours/Pages]	[0.00]	[0.00]	[0.00]
[Editing/Proofreading]	[Words/Hours]	[0.00]	[0.00]	[0.00]

Subtotal: \$0.00
Tax ([0] %): \$0.00
Total Amount: \$0.00

Payment Instructions:

Bank Name: [Bank Name]

SWIFT/BIC: [Code]

Account Number / IBAN: [Number]

PayPal: [Your Email]

Thank you for your business.