

INVOICE

[Your Name/Agency]
[Address Line 1]
[Email/Phone]

Invoice #: [000]
Date: [DD/MM/YYYY]
Due Date: [DD/MM/YYYY]

Bill To:

[Client Name/Company]
[Address Line 1]
[Tax ID/Reference]

Project Details:

Source Language: [Language]
Target Language: [Language]
Subject: [Document Title/Type]

Description	Unit Type	Quantity	Rate	Amount
Translation Services	[Words/Pages]	0	0.00	0.00
Proofreading/Editing	Hours	0	0.00	0.00
Formatting/DTP	Fixed	1	0.00	0.00

Subtotal: 0.00
Tax ([0] %): 0.00

Total: 0.00 [Currency]

Payment Instructions:

Bank Name: [Name]

SWIFT/BIC: [Code]

Account Number/IBAN: [Number]

Thank you for your business.