

INVOICE

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

Invoice #: [0000]

Date: [Date]

Due Date: [Date]

Currency: [USD/EUR/GBP]

Client

[Financial Institution/Client Name]
[Department, e.g., Investor Relations]
[Address]
[VAT/Tax ID]

Project Reference

Project: [e.g., Q3 Annual Report]

PO Number: [Reference Number]

Language Pair: [Source] to [Target]

Description (Document/Service)	Quantity (Words/Hours)	Rate	Total
[Service: e.g., Technical Translation of Balance Sheet]	[0,000]	[0.00]	[0.00]

Description (Document/Service)	Quantity (Words/Hours)	Rate	Total
[Service: e.g., Proofreading/Formatting]	[0,000]	[0.00]	[0.00]
[Service: e.g., Urgent/Weekend Premium]	[1]	[0.00]	[0.00]
			Subtotal: [0.00]
			Tax/VAT ([0]%): [0.00]

Amount Due: [0.00]

Payment Instructions:

Bank: [Bank Name] | SWIFT/BIC: [Code] | IBAN/Account: [Number]

Note: Confidentiality of all financial data maintained as per Agreement.