

# INVOICE

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

**Invoice #:** [0001]  
**Date:** [Date]  
**Due Date:** [Date]

## Bill To:

[Client Name]  
[Company Name]  
[Address Line 1]  
[City, State, Zip]

## Project Details:

Source Language: [Language]  
Target Language: [Language]  
PO Number: [Number]

Description (Task/Service)	Unit (Words/Hours)	Rate	Amount
[Translation/Interpreting Service Name]	[Quantity]	[0.00]	[0.00]
[Additional Fees/Rush Fee/Travel]	[Quantity]	[0.00]	[0.00]

Subtotal: \$[0.00]

Tax: \$[0.00]

**Total Amount Due: \$[0.00]**

## Payment Information:

Bank Name: [Name] | Account Number: [Number] | SWIFT/BIC: [Code]  
PayPal: [Email Address]

*Thank you for your business!*