

# INVOICE

[Your Legal Translation Agency Name]  
[Street Address]  
[City, State, Zip]  
[Email / Phone]

**Invoice #:** [00000]  
**Date:** [MM/DD/YYYY]  
**Due Date:** [MM/DD/YYYY]

## BILL TO:

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[Client Name/Law Firm]  
[Contact Person]  
[Street Address]  
[City, State, Zip]

## PROJECT DETAILS:

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**Case Reference:** [Case Name/Number]  
**Source Language:** [Language]  
**Target Language:** [Language]  
**Certification:** [Notarized/Sworn/Standard]

Description of Services	Quantity/Words	Rate	Amount
Legal Document Translation (Contract/Affidavit/Pleading)	[0,000]	[\$0.00]	[\$0.00]
Legal Review & Proofreading	[0] Hours	[\$0.00]	[\$0.00]

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Description of Services	Quantity/Words	Rate	Amount
Certification & Notary Fees	[1]	[\$0.00]	[\$0.00]
Administrative/Expedited Delivery Fee	-	-	[\$0.00]
Subtotal: \$0.00			
Tax: \$0.00			
<b>Total Due: \$0.00</b>			

**PAYMENT INSTRUCTIONS:**

Please make checks payable to **[Your Name/Agency]**.  
Wire Transfer / ACH: [Bank Name] | Account: [Number] | Routing: [Number]  
Terms: Net [30] days. Thank you for your business.